### Interview Etiquette

by Ashley Warner

#### 10 Tips On How To Nail The Job!

# Step 1



#### <u> Know Your Audience</u>

Most interviewers like to ask "Tell us what you know about our company"

It's good to do research before going on an interview. The more you know about your potential employer, the better.

Research, take notes and you'll be prepared.

# Step 2

#### "YOU CAN HAVE ANYTHING YOU WANT IF YOU DRESS FOR IT"

EDITH HEAD

<u>Dress To Impress</u>

You don't get a second chance to make a great first impression.

No matter what job the interview is for, it's always best to wear something clean and professional.

A button down shirt and slacks is the best way to go.

# Step 3 BE EARLY!



# Step 4

### TURN OFF YOUR PHONE



### I gotta dig bick. you that read wrong.

that awkward when you read that wrong too.

And said "moment" after awkward.

This is awkward.

This isn't a step but LAUGH a little, You got this!



Don't have the mindset of "They probably won't ask me that", because they just might. Interviewers might ask you questions to throw you off and see how well you handle it. Stay cool and give your best answer.



If your interviewer asks you a question, try not to give a long answer, but not too short either. It's good to just be breif and to the point. That way you won't start going off topic and saying things that will prevent you from getting the job.



Don't forget to have a copy of your resume with you. That is the first thing most interviewers want to see. Even if you already sent a copy when applying for the job, having a hard copy shows that you came prepared.

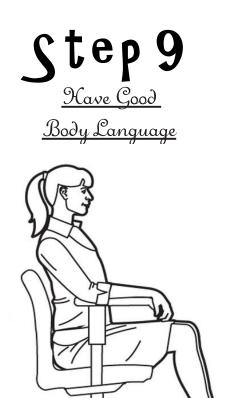
#### Try to say the letter 'M' without your lips touching.



## Step 8 Make eye Contact



### IT SHOWS CONFIDENCE



Step 10 Ask Que<u>stions</u>

When it comes to getting interviewed, you might think you will be getting asked all the questions, not true. Interviewers like to ask if you have any questions for them. It shows that you are interested if you say yes and ask them questions. Prepare a few questions to ask before your interview so that you won't get stuck.

You can use this space to write some of your notes and questions

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Good Luck 111	