

**Interview Tips**

1. Arrive at least 15 minutes in advance of your interview time. Take the time before the interview to ensure that you know the location and where to park. Do not be late!
2. Dress professionally for the interview. Dressing well can show the employer that you are taking the interview seriously.
3. Have a positive attitude and be personable. The receptionist might be the first person you meet at the organization and might provide your interviewer with information about how you acted when you first came in. You want to impress every person you meet in the organziation to ensure that they give your interviewer positive remarks about you.
4. Bring a notepad to take notes. It allows you to write down information about the organization. It also allows you to write down questions that may occur to you during the interview.
5. Turn off your cell phone and put it away before the interview. Avoid takng a peek at the phone before or during the interview. It is important while sitting in the waiting room that you wait patiently for your interveiw.
6. Introduce yourself to everyone who meets you the moment you walk into the organization for your interview. Make eye contact and use a firm handshake when meeting company respresentatives. Always address company respresentatives as Mr. or Ms. unless they ask you to call them by their first names.
7. Practice answering a variety of interview questions. Ask friends, teachers or family to ask you interview questions so that you can get comfortable providing strong answers.
8. Express your interest in the job. Explain to the interviewer why you want to work there and what you can provide to them.
9. Prepare a list of questions you would like to ask the interviewer. These could include things like work schedule, evaluations, training, and when you would hear about the position.
10. Make sure to send a thank you note to the interviewer to show your appreciation for their time and to reinforce your interest.

Remember, the interview is your opportunity to shine and show the employer why they should choose you. Good luck!