

Top 10 Career Tips for a Successful Future Job Interviewing

1. Bring a copy or two of your resume, transcripts, and references.

2. Bring a pen and portfolio to store your documents.

You can also share a digital equivalent.

3. Include a neat notebook and a list of questions in your portfolio.

Both items show you're organized and eager to learn.

4. Gather information about the company.

Your research and questions show a willingness to learn and be part of the company.

5. Dress for success.

- Wear business casual or dressier clothes (as in clean button-up or blouse, pants other than jeans, and shoes).
- Have well-groomed hair.
- Make sure fingernails are clean and trimmed.
- Wear minimal cologne or perfume.
- Remove large objects or loose coins from your pockets.
- Leave gum, candy, cigarettes, and vapes behind.

6. Arrive 10 minutes early.

Punctuality is very important to employers.

7. Ensure you are well-rested.

Show that you are alert and focused.

8. Eat a snack beforehand to maintain your energy.

Be mindful of how the snack will make you feel, and brush your teeth and freshen your breath when done.

9. Go alone.

Do not bring friends or family to an interview

10. Use a firm (but not too strong) handshake.

Maintain eye contact and smile.



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