

TEN ETIQUETTE TIPS FOR INTERVIEWING

You've practiced your responses to interview questions over and over and now what? Although responses are critical components of the interview, your overall appearance and behavior is also a determining factor for employee selection. Your interview begins as you walk through the door. Here are some tips for a polished interview:

1. Be on time! Although this may seem obvious, it cannot be stressed enough. Factor in time for traffic or faulty directions. However, don't arrive too early. If you arrive 15 minutes or more before the interview, use that time to give yourself a final check (i.e. breath).
2. Introduce yourself with a firm handshake and eye contact to show confidence.
3. Dress conservatively wearing dark colored suits unless told otherwise. Make sure your clothes are clean and pressed. Your shoes should be dark-colored and polished. Avoid open-toe shoes.
4. Although you may pop a mint in your mouth before the interview, do not chew gum.
5. Avoid using any fragrances. In fact, refrain from smoking or drinking coffee before your interview. You want your great qualities to linger on, not your scent.
6. Keep your hair neat and off your face. You may want to avoid unnatural colors unless you know that this would be acceptable in that work culture.
7. Keep your jewelry to a minimum.
8. Carry a briefcase or portfolio. These should be carried in your left hand to make handshakes more accessible.
9. Although we live in a cell phone culture, it is best to turn yours off and leave it out of sight.
10. Always thank the interviewer for his/her time both verbally and with a thank-you note.

For more information about interviewing, make an appointment with a Career Development Advisor.

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