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Interview Tips

A job interview can be a tricky proposition – you want to be prepared but not rehearsed, conservative but not stiff, confident but not cocky, outspoken but not overbearing, sincere but not sappy. Whether you're meeting with a recruiter or directly with a hiring manager, here are some helpful suggestions.

If you *are* confident, you'll *project* confidence – and the key to confidence is being well prepared:

Do your homework. Research the company on the Internet (or at the library) to learn about their industry, locations, corporate structure, sales revenue, current activities and initiatives.

Prepare a list of questions concerning the job and related responsibilities; questions that demonstrate you've put some thought and effort into the process.

Organize your presentation materials prior to the interview. Bring some copies of your up-to-date resume and be prepared to give professional references. Review your portfolio and make necessary additions/deletions.

Know the full names of all key players and their titles, and learn to pronounce them correctly.

Remain calm under pressure. An interview can be stressful and anxiety-producing, so try to control your nerves.