FIRST impressions are LASTING impressions

Interview Tips:

Questions to ask
- Where does this position fit into the organization?
- Can you describe a typical day in this job?
- How is performance measured and reviewed?
- How long do people usually stay in this job?

Questions You might be asked
- Q: Tell me something about yourself, your hobbies or interests?
  A: Tell the interviewer something about you as it relates to the job. Perhaps how organized you are or about a previous experience that relates to the job.

- Q: What do you expect to be doing in 5 years?
  A: The interviewer is trying to find out if this is a stepping stone or you plan on staying

- Q: Why should I hire you?
  A: Aggressively sell yourself. Talk about how successful you can be. Bring up the skills you have learned that fit the companies needs.

- Q: What are your best assets?
  A: Talk about how your strengths are related to the position you are seeking

- Q: What are your negatives?
  A: Turn this around into a positive by telling the interviewer how you handle your negatives.

- Q: What do you think of your last employer or former teachers?
  A: Be diplomatic. Don't criticize past employers or teachers.

Questions NOT to ask
- Don't bring up salary unless you asked to discuss it.
- Let the employer make the first offer
- Know the salary range for your field
- When is my vacation?
- Ask anything about time off
- When is my first paycheck?
- When is my first paycheck, will you cash it?
- How soon do I get a bonus?
Interview Dress for Men

☐ The Suit - Dark conservative 2 or 3 button suit. Two piece in either navy, or charcoal. Purchase the best quality you can afford in either 100% wool or a blend of more than 50% wool.

☐ The Shirt - White cotton long sleeve dress shirt. Wear white undershirt.

☐ The Tie - Choose something that coordinates with the color of your suit in a simple pattern or a solid color, preferably silk. No bow ties!

☐ The Shoes - Black, well polished lace shoes. Wear with dark socks.

☐ The Accessories - Leather notebook, portfolio or briefcase. Must be large enough to hold your résumé without folding it.

☐ The Look - Clean and neat. Haircut, clean nails, little or no fragrance, no visible body art or piercing.

Interview Dress for Women

☐ The Suit - Dark conservative suit. Two-piece 1 or 2-button jacket and knee length skirt (at least 25” or more) in either navy, or charcoal. Best quality you can afford in either 100% wool or a blend of more than 50% wool.

☐ The Blouse - White or light color (this season’s hot pastel color - lilac) long sleeve blouse that is not low cut or sheer

☐ The Shoes - Black, well polished shoes with a 1” - 1 ½ " heel this years look includes the basic pump but with the updated pointed toe. Use natural tone or sheer black pantyhose. Bring an extra pair of pantyhose.

☐ The Accessories - Leather notebook, portfolio or briefcase. Must be large enough to hold your résumé without folding it.

☐ The Look - Clean and neat. Not overdone. Haircut, clean nails, little or no fragrance, no visible body art or piercing.
Occidental Wardrobes:
Sometimes, what to wear depends on the job

Advertising
Since these fields involve
Public Relations creativity, you can add more
Other artistic occupations color and personal style.

Banking
These are traditional and
Accounting conservative. Wear neutral
Law colors and styles.

STEM: Science, Tech, Engineering & Math
Although you might not wear a suit everyday for work, wear one to your interview.

What is "Business Casual" anyway?

If there's a question in your mind about whether a look is "business casual," ask yourself a few questions:

- Would I wear this to meet my boyfriend's mother for the first time?
- Would I wear this clubbing?
- Would I wear this to sleep?
- Would I wear this to do yard work?
- Would I wear this to a costume party?

If the answers are yes, followed by four no's, there's a pretty good chance the outfit is "business casual." When in doubt, it's a good idea to err on the side of caution.