

10 Steps to a Successful Interview

1. Arrive on time.
2. Introduce yourself in a courteous manner.
3. Read company materials while you wait.
4. Have a firm handshake and make eye contact.
5. Listen.
6. Use body language to show interest
7. Smile, nod, give nonverbal feedback to the interviewers.
8. Ask about the next step in the process.
9. Thank the interviewer.
10. Write thank-you cards to anyone you have spoken to.

Facts to Gather Before Interviewing

Key people in the organization

Major products or services

Size in terms of sales and employees

Locations other than your community

Organizational structure of the company

Major competitors

View of the company by clients, suppliers and competition

Latest news reports on the company or on local or national news that affects the company