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Hours:
Monday-Friday
8 am to 4 pm

10 Interview Tips

1. **Do your homework!** Familiarize yourself with the organization's website to see what services or products they provide. Why do you want to work for them?
2. **Review the job description** and identify connections between your qualifications and the position. Focus on your strengths, not your weaknesses.
3. **Dress on the conservative side**, about one level higher than the job you're applying for. Go easy with makeup, cologne, and jewelry. Iron your clothes, check for loose threads, and polish your shoes.
4. **Be polite and courteous to everyone.** Your interview starts the minute you enter the building.
5. **Make a trial run**, so you know how long it takes to get there, park, and find the room. Arrive approximately ten minutes early.
6. **Don't be negative about past employers or work experiences.** Employers like a positive attitude. Enthusiasm separates the winners from the losers.
7. **Do not ask about salary or benefits in your first interview.** This can be negotiated after you've been offered the job.
8. **Be assertive, but not overbearing.** Try not to interrupt or talk too much. Take a moment to think before you respond to difficult questions.
9. **Think about your short- and long-term professional goals.** This shows confidence and ambition.
10. **Don't leave the interview without knowing what will happen next.** Ask when they plan to make a decision, ask for the interviewer's business card, and follow up with a thank you note.

(Sample interview questions on back)

Visit the Career Service office
on the main campus for assistance with resumes, interviewing,
career guidance, and occupational information.