Morgan: Hello and good afternoon. This is Morgan.

Allison: And this is Allison.

Morgan: Today we are going to give you some very important tips that will help you to succeed in your job interview.

First off we will talk about what to do before the interview. Before the interview, make sure you do some research about the company in which you are interviewing for. This will help you be able to actively engage in a conversation with your interviewer. It will also help you to ask intelligent questions about the company.

Allison: Some suggestions on what to research are to find out what exactly the company does; what kind of products does it sell, how does it carry out its job, what jobs are available within the company, and the company’s dress code and job atmosphere. Once you have researched these things, jot down a few questions about the company that you could ask in the interview. It will show that you are really interested in the job, if it is obvious that you took the time to find out about the company.

Next, make sure that you practice before the interview. Sit down with a friend or family member and have them ask you potential interview questions. This will help you to communicate clearly once you get to the actual interview.

Morgan: Once you have done all of your research and practice, you are ready for the interview. Get a good night’s sleep before and make sure you allow yourself plenty of time to get ready in the morning. You want to arrive at the interview feeling refreshed and ready to take on anything that is thrown your way.

You should have already researched the dress code for the company you are interviewing for, so have your outfit already selected so that you don’t have to spend too much time figuring out what to wear in the morning.

Arrive at the interview 5-10 minutes early, but no more than 10 minutes early. Bring your resume and a notepad and pen with you. Don’t chew gum or apply makeup once you enter the building!

If for any reason, you cannot make the interview, be sure to call and let the interviewer know. It is always better to call and say that you can’t be there than to not show up at all. You are much more likely to have a second chance at an interview if you take the time to let them know why you can’t be there.
Allison: This brings us to what you should do at the interview. You must act professionally at all times from the minute you pull up into the company’s parking lot. You never know who is watching. You should be well groomed and have everything together before you enter the building. Also make sure that you are polite to the receptionist because often times, he or she will have a say in whether or not you get the job. Always remember that first impressions count!

Once you are in the actual interview, make sure that you are engaging in a conversation with the interviewer. Don’t let the interview turn into an interrogation. It is very appropriate for you to ask questions throughout the interview process. Answer the interviewer’s questions thoroughly, but don’t babble on about anything that is irrelevant.

Also, have a positive attitude from the very beginning. Smile. You want the interviewer to know that you are excited about the possibility of having this job.

At the end of the interview, thank the interviewer for his or her time. Also, remember to continue to act professionally as you leave the building.

Morgan: Lastly, we are going to talk a little bit about what to do after the job interview. The follow-up can be just as important as the interview itself. Within 48 hours of the interview, send a thank you note to the interviewer. Keep the note brief, but thank the interviewer for his or her time, and restate your interest in the company. A thank you note will help to leave a lasting impression that may go a long way in helping you to get a job.

Right after the interview, jot down a few things that you remembered from the process. Write down the names of people you met, including their job titles. Also write down any key facts that you remembered about the company or what your potential job tasks and responsibilities will include.

Allison: Also, make sure that you evaluate your performance during the interview. Think about what you may have done right or wrong and write a few notes down about that. It will help you to remember these things for your next interview.

The important thing to remember is that whether or not you get the job, there is always room for improvement. By simply following these steps, you can succeed in this interview as well as your interviews to come. Don’t give up. If your first interview doesn’t go as planned, you will have a chance to do better the next time. Good luck!