



Interview Preparation Tips for That Perfect Job

Proper Interviewing Etiquette

Believe it or not, much of what will help you succeed in the interview is actually common sense. Below are our top 3 tips on how to present your case and ace that interview!

Arrive early and dress to impress

Settling in 10-15 minutes before the interview shows that you are serious about this position. It's the same if you take care with your outfit. Make sure you are clean and well-groomed. Be scent-aware—overly strong perfumes or cigarette smoke could distract the interviewers from the things you want them to notice.

Be prepared and engaged

A little research goes a long way. Look up the company's mission statement and think about how you could contribute to it. This should go without saying, but have your cell phone turned off. Sit up straight, and make eye contact. Don't eat or chew gum.

If you don't have something nice to say...

No trash-talking, bad-mouthing, blaming, complaining, whingeing, or anything like that! You're trying to show that you are a pleasant person to work with. Any difficult circumstances should be represented as just that—challenges that you overcame. If you can't put a positive spin on it, then don't mention it.

What to Bring To an Interview:

- Your positive attitude!
- Steel toed boots if there will be a site walk around.
- Copy of your Resume. No one's expecting you to read it out—hopefully, you know what's on there! But if you need to check an exact date or number, it will be useful. Other than that, ignore it.
- List of supervisory references. Make sure you contact your references prior to giving out their contact information and ask them – will they give you a good reference? You would be surprised how many people give the name of someone who does not have good things to say.
- Your questions. You want to know more about your prospective employers, right? The work site? Then ask! It will show the interviewers that you are considering yourself as part of their world realistically, not just figuratively. This is also a chance for you to see if the company is a good fit for you—pay particular attention to what they say about orientation, training, and development. What a typical day looks like, the performance expectations, the culture—the interviewer should be able and eager to answer these for you.