Tips for Preparing for an Interview

- **Dress professionally.** Look professional and polished. It is important to look well-dressed and put together, regardless of the company that you are applying to.

- **Arrive early.** Arriving late will make a bad impression before you even have your interview. It shows poor time management skills and a lack of respect for the person interviewing you, as well as the company that you are applying to.

- **Don’t bring a drink with you.** It creates an opportunity for distraction, especially if it is something other than water. In addition, it is possible that you may create a spill.

- **DO NOT use your phone during the interview or while waiting.** Before you arrive, silence your phone. Do not use your phone once you enter the facility where the interview will be taking place. Being on your device gives the impression that you are not completely focused or dedicated.

- **Be Ready to answer the following questions:**
  - Tell me about yourself.
  - What do you know about this company/position?
  - What is your biggest weakness?
  - Why do you think you are qualified for this position?

- **Know your resume.**

- **Be prepared to send a thank you note!**