

INTERVIEWING WITH CONFIDENCE

“The Day” Guide

You’ve made it this far! You have the skills, the education...You are prepared, informed and looking forward to meeting your potential new employer and co-workers. **DON’T LET THE SMALL STUFF GET IN THE WAY!**

On the day of your interview, remember to:

- Dress professionally (err on the side of overdressing).
- Take a copy of your resume and any samples of your work with you.
- Leave plenty of time to travel in case of traffic, getting lost, car issues, etc.
- Arrive 15 minutes early (arriving too early can lead to making a bad impression as much as arriving late).
- Turn off your phone. Do not use it even when sitting at reception waiting to be called in.
- Shake hands firmly but not too tight while smiling politely and keeping eye contact.
- Anticipate questions that may come up about you and prepare suitable, concise answers.
- Review any questions you have about the position or the company (but never inquire about salary at a preliminary interview – this is usually an HR function).

During The Interview

Be mindful of your surroundings. A more formal setting may call for more formal behavior, while a casual meeting in a chatty coffee nook may invite a degree of additional familiarity with your interviewer. Remember your posture, eye contact and body language. Although you may have questions to ask or key points to raise, don't try to dominate the flow of conversation. An interviewer should direct the course of the interview and will provide you with opportunities at the correct times to bring up any additional thoughts if they aren't covered during the natural flow of the interview.

Answering Questions

Be specific and keep it short. You can imagine that an interviewer is speaking to a dozen candidates that day and may hear a lot of similar replies. You want them to be able to remember your face, name and something special about you as an IT professional at the end of their day. Remember to breathe and smile - one trick is to think of the interview as a chance to exchange positive energy with a potential future colleague. Imagine that this is someone with whom you'd like to have a solid and pleasant professional relationship.

On The Way Out

A second handshake never hurts! You can use this chance to ask about when you can expect them to be in touch and - if the meeting has gone well and it seems appropriate - inquire about what the next stage in the process will be or how long they expect the interview process to last (this may be sensitively addressed by inquiring about when the position starts). Never forget to thank your interviewer for his or her time. Keep in mind: Your final impression is as powerful as your first.