



CSI
COLLEGE SCENE INVESTIGATION

Top Ten Tips: Job Interview Skills

1. The first 10-15 seconds will make the job happen or destroy all hope.
2. Do your homework before you arrive.
3. Learn as much as possible from the company's website before you walk into the interview.
4. A well placed phone call and chat with a receptionist can generate a lot of good information.
5. Know the company, learn about the organizational chart for the area/department in which you will interview, learn a few names.
6. Find out as much as possible about what the company wants the ideal candidate.
7. Practice interview with friends and colleagues to make sure you can deliver in an interview the type of information the company is seeking in the ideal candidate.
8. Bring pre-written questions to your interview on a nice notepad and use that same notepad to write all interviewers' names, take notes, and improve your ability to come across as a good listener.
9. Dress at least one level better than the average daily employees dress at your interview.
10. Always ask the questions; three well considered questions could score you the job.

Bonus Tip: Send thank you notes via snail mail to all your interviewers within one week.

The postmarked and personal note makes a nice touch for the means business candidate.