



Interviewing is about making an impression!

Are you *Too Motivated To Let The Economy Win?* Or, clinging to hope, without preparation?

The question is not if the economy will improve, but when ...and how badly will it affect us personally! Unfortunately, any day could bring a pink slip. Being on the beach is fun only when on vacation. As a result, marketing yourself becomes your most important project. Sadly, selling ourselves often leaves a lot to be desired. With hundreds of people seeking the same opening, your first impression will put you on the short list, or out the door. If your presentation is inadequate, your experience and qualifications will be lost. The answer, prepare and practice ...practice ...practice!

Plan Ahead

Know something about the company, and the person conducting the interview. The Internet is a good place to start. Plus, reach out to people who can tell you about the company, the interviewer, and the position that is open. Well-prepared applicants will impress interviewers. It shows that you do not just want the job, but are willing to work hard to get it.

Practice

So you are not caught by surprise, take the time to rehearse your answers for the stereotypical questions that usually find their way into interviews. Also practice being natural. You do not want to sound like a robot. Be prepared to talk about specific situations you have encountered. For example, how you dealt with a co-worker conflict. Sit in front of a full-length mirror to see how you are presenting yourself, or have someone conduct a mock interview.

Handouts

Take three copies of all leave-behind material in the event that there might be more than one interviewer. This includes your resume' and audition presentation. Since most meetings begin with a few "pleasantries," do not present your material until it is obvious that the interview has begun. Have a separate page in your briefcase with a couple references, but do not give this to the interviewer until they ask for it. All your material should have the same general appearance.

Appearance

Your first, and maybe final impression, will burn into the interviewer's mind before you say hello. The impression of how you look and handle yourself during the greeting often over-shadows the rest of the interview. You might find yourself out the door in 10-minutes ...not a good sign. Your attire should be conservative, well coordinated, and never flashy. What to wear:

Men

- Dark blue or grey business suit
- Long-sleeved white shirt
- Silk necktie
- Nice belt, same shade as shoes
- Polished dark shoes and socks
- Fresh shave
- Carry a briefcase or portfolio



Women

- Suit with a jacket and skirt, or slacks
- Skirt should be long enough for you to sit comfortably

- Long-sleeved white or pastel blouse
- Shoes with low heels, no spikes
- Neutral pantyhose, no mesh designs
- Clear or a light color nail polish
- Keep your makeup simple and natural
- One set of earrings only
- No purse; carry a briefcase or portfolio

Men and Women

- Well-groomed hairstyle
- Clean, trimmed fingernails
- No more than one ring on each hand.
- Minimal cologne or perfume

What NOT to Bring to the Interview

- Sniffles and sneezes (reschedule)
- Gum, candy, anything in the mouth
- Coffee or soda
- Bulging pockets with jingling keys or coins
- Visible body piercing or tattoos
- Laptop computer, cell phone, Bluetooth earpiece

In *TOO MOTIVATED TO LET THE ECONOMY WILL*, part II; we will look at appointments, and body language.

James R. Glass
McVAY MEDIA
Alliance Advisor



Success Comes From...
The Courage to Create
The Confidence to Commit
The Cooperation to Complete
jGLASS