



DAY PERSONNEL, INC.

DBA/Dorothy Day Personnel of Troy, Inc. since 1953

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INTERVIEWING TIPS

- Do your homework. You'll need to be able to explain why you want to work for their organization and why they need you as an employee.
- We recommend that both men and women wear a conservative dark blue or black suit.
- Arrive to the interview 10-15 minutes early. This gives you time to compose yourself and fill out an application.
- Fill out the application neatly and completely. ALWAYS write "open" in the space for salary desired. AVOID writing "see resume" on the application.
- The first seconds of an interview are the most important. Greet employers with a firm handshake, good eye contact and a smile.
- First impressions are crucial. You want to show your skills as well as your humanity. The interviewer should see you as a team player with **positive energy** and ambition. Show enthusiasm by sitting on the edge of your seat.
- Bring 3 extra copies of your resume to the interview in a professional portfolio. It is also a good idea to have a copy of your references (names and numbers) handy.
- Have written questions about the position and the company to ask the employer. Take notes during the interview. AVOID asking questions about salary, benefits, and lunch hours.
- Be sure to LISTEN to the interviewer. Let the employer sell you on the company.
- Use the information and hints the interviewer gives as to what they are looking for in their employee to sell yourself throughout the interview.
- Answer questions in terms of the open position. Answer completely yet to the point. AVOID rambling, yes/no answers, and negative comments.
- NEVER take a question lightly. The employer is looking for specific responses for every question in the interview.
- Be sure that you target your strengths and know how to support them. Also, make sure the interviewer knows what **you** can do for **them**.
- Ask the interviewer if there is anything that they need to have clarified concerning your credentials or background. Address any concerns or questions that the interviewer may have.
- Throughout the interview remember to stay positive and relaxed.
- When closing the interview, find out your status. Ask when and what to expect in the next steps of the interviewing process.
- Be sure to thank the interviewers for their time and consideration.