Interview Etiquette

Getting the Interview

1. **Homework is Key** - Learning and knowing about the company that is giving the interview is a good way of separating yourself from others. Annual reports and information can be collected from the Public library, Better Business Bureau, or a local Chamber of Commerce.

2. "**Contact**" - Apply to companies where you have a mutual friend, acquaintance, or family member. Having such a contact assures instant credibility.

3. **Resume: The First Interview** - Your ability to create a quality resume is equaled to a quality first impression. Spend some time on it and get it edited and reviewed for style and content.

The Paper Interview

- **Action Verbs** - Using "to be" verbs, such as "was," "is," "were," and "are," are much too passive. Active verbs sound more dynamic and add muscle to your resume.

- **Target Resume** - Create a resume that is specific to the position. This may require multiple versions of your resume, but it will be worth it. It is also a good way of de-emphasizing any gaps in your employment history.

Interview Do's and Don'ts

**Do's:**

- Hairstyle should compliment
- Skin-toned hosiery
- Avoid sandals and mules
- Keep shoes well maintained
- Avoid evening shoes in the day
- Wear suits more often than dresses
- Dress for the position you want rather than the one you have

**Don'ts:**

- Wearing a mini skirt
- Wearing a blazer or jacket when the men present are dressed in suites or sport coats.
- Having hair longer than shoulder length not pulled back
- Carrying an overnight bag as a purse
- Wearing darker hose than pants or skirts
- Wearing a shirt that is distracting
- Claw Solar nails
- Wearing ankle bracelets
• White shoes after Labor Day