OTHER SUGGESTIONS FOR THE JOB SEARCH AND INTERVIEWS:

- Smile and be yourself.
- Give firm handshakes.
- Be calm and relaxed, and you will exude confidence.
- Don't say that you "just want real work experience." Try directing your answers to the specific job you are applying for.
- Don't just talk about what the job will do for you and your future. Try to highlight what you know about the organization and what you hope to contribute.
- It's okay to ask a clarifying question; it gives you time to be more thoughtful with your answer.
- If possible arrive 10 minutes early. If you feel like you are going to be late, notify your interviewers/employer.
- Disable all ring tones on your electronic devices.
- Always throw away your gum or mint before going into the interview.
- Greet the receptionist with courtesy and respect.
- Don't say anything negative about your prior employer.
- Research the organization thoroughly. Have a clear understanding of the organization’s identity, the products and services they provide, and how the position you are interviewing for fits within the organization. Don't ask the interviewer to tell you about the organization.
- Ask intelligent questions about the organization or position.
- Send thank-you letters promptly.
- Don't give the impression you are only interested in salary; don't ask about salary and benefits until the subject is brought up by your interviewer.
- Practice typical interview questions.
- Make sure your references know that they are being listed as a reference.
- Don't assume the interviewers memorized your resume. Highlight previous work experiences or academic courses that relate to the job at hand. Bring a copy of your application or resume.