

DURING THE INTERVIEW

1. Smile ☺ as you approach the interviewer. Your first words should be, “ _____
_____.”
2. Always _____.
3. Don’t take a seat _____.
4. If you’re not invited to sit down, say “ _____
_____?”
5. Sit up straight with feet flat on the floor. Rest hands in lap. Avoid fidgeting with hair or clothing.
6. Look the interviewer in the eye.
7. Don’t pick up, touch or set anything on the table unless given permission to.
8. Don’t look at the interviewer’s notes on the table.

LEAVING THE INTERVIEW

- Shake hands, smile, thank the interviewer then leave with erect, positive posture. Young men, if you’re with your mother, move aside and allow her to exit the door first. If the door is closed, open it for your mother.

AFTER THE INTERVIEW

- Write a thank-you note to the person who interviewed you, anyone whose name you used as a reference or who wrote you a letter of recommendation.

Tip: When addressing the envelope, always use an honorific in front the person’s first and last name. Example: **Ms.** Mary Jones