

- **Attention to Detail:** Dress appropriately for the interview. If you are unsure of what to wear, call the human resources department at the company where you are interviewing and ask them about the dress code. Arrive 10-15 minutes before the interview. Be professional and courteous, keeping in mind that first impressions count. Also, bring extra copies of your resume and bring a notebook and pen.
 - **Stay Positive:** Do not complain about the company you previously worked for or your former boss. Instead, emphasize accomplishments.
 - **Anticipate Tough Questions:** For example, “why do you believe you are qualified for this position?” and “how do you handle pressure?” There are more examples of tough questions in the next section of this handbook.
 - **Be Honest:** Emphasize your accomplishments and do not make excuses.
 - **Ask the Right Questions:** The questions you ask should demonstrate your interest in the job. Ask for job-related details (e.g., “Where does the job fit into the organization?”, “How would I be introduced to the job?”). There are more examples of questions you can ask during the interview in the Supplemental Information section of this handbook.
 - **Follow Up:** Take notes on important points you have discussed and get the interviewer’s contact information. Ask how the hiring process will proceed and send the interviewer a thank-you note.
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Social Media

These days, employers are looking to social networks to check up on potential employees, and what you have on your accounts may determine whether you get the job. Below are some helpful tips to ensure your social media accounts are helping, not hurting, your job search.

- **Search for yourself:** Type your name and city into a search engine, such as Google or Bing, and see what comes up.
 - **Comment cleanup:** Read through your social media posts from the past year and delete or hide comments you think might not go over well with a potential employer, especially any negative comments about your previous employer.
 - **Keep photos G-rated:** Photos that you post of yourself online send a message about who you are. Flip through the photos on your social media accounts and be sure your profile photo is the image you want to portray.
 - **Keep it private:** In lieu of deleting photos or comments from your account, you can change your account privacy settings to allow only your followers or friends to view your full profile or photos. Check the settings occasionally, as some social media networks change their privacy settings fairly frequently. Just remember that those hiring could request to follow your posts. While declining the request is always an option, it might not send the best message.
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Answering Tough Questions

The following is a list of questions and answers that can help you prepare for the interview:

1. Tell me about yourself.

Briefly discuss your education and professional achievements and goals. Briefly describe your qualifications for the job and the contributions you could make to the organization.