

Be Prepared

Research the organization Practice interviewing Know your strengths

Be Professional

Dress in nice clothing
Shower, brush your hair,
and teeth
Avoid flashy jewelry or
clothes

Be Punctual

Put interview in calendar Arrive on time Do not wander around

Be Focused

Listen carefully
Do not interrupt
Answer the questions
asked
Ask questions

Be Yourself

Smile and be friendly Demonstrate your skills Share your successes