

Interviewing Tips

- Prepare. Research the company and the job before the interview. Find out the name of your interviewer(s).
- Bring to the interview: 5-6 extra copies of your résumé and your references.
- Develop and practice your “Pitch Statement.”
- Know how to answer the most common interview questions.
- Research and practice behavioral interview questions.
- Your interview is your first impression. Your responses determine your success.
- Remember, interviewers are people too, and they might be just as nervous as you.
- The interview starts the moment you are visible to the employer or their staff.
- Prepare 3 to 5 questions to ask the interviewer. Avoid questions about wages, vacation, benefits, etc.
- For the tough questions, ask for a moment to think. Avoid fillers such as “like,” “um,” and “ah”.
- Be truthful. Never lie in your interview.
- Stay positive. Focus on how you will help the company. Never badmouth employers or coworkers.
- Dress one step above the workplace standards.
- Follow up. Ask what the next step is in the hiring process. Send a personalized thank you note within 24 hours.
- Visit a Northwest Michigan Works! Center and schedule a mock interview with a Career Advisor.



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