

Picture yourself sitting nervously in a waiting room, thumbing through your portfolio and reviewing everything you have to say to sell yourself. Finally, your name is announced. The office door opens, you are introduced and you come face-to-face with the person who will decide whether you get the job you're after— or not.

view involves a lot more than bringing your resume and dressing well for the appointment. To present a well-put-together package in person, know exactly what kind of job you're applying for and learn as much as possible about the company itself.

Talking to current or former employees to get a feeling of what typical company policy and everyday work is like tells a lot about a company.

Because interviews are so short, employers are basing their hiring decisions on resumes, personal interaction (body language) and personal appearance. Sit up straight and establish eye contact with the interviewer.

Also, take notes during the interview. Questions jotted down can be asked during and after the interview. This demonstrates you have been actively listening to the inter-

Interviewing **BASICS**

Although skills, training and work experience count a great deal, a lot of decisions in the hiring process are based on impressions and performance in an interview. Obviously, employers are looking for the best candidate for the job. That means they're looking for the most motivated, organized, determined, and qualified person for the position.

Preparing for an inter-

The Internet is also a wonderful resource for discovering the vision and mission statement of companies. As you do your research, jot down questions and comments you have.

Asking questions during the interview shows interest in the job and willingness to 'go the extra mile' (by researching the prospective employing company). It is important for job candidates to arrive early to the interview.

Dressing professionally is critical... a person only has one chance to make a first impression.

viewer and are interested in the discussion. Find out – politely – how soon employers can announce their decision on job applicants. Take a spare copy or two of your resume in case the employer needs another copy. The resumes should have contact numbers, contact addresses and contact phone numbers.

The bottom line? Arrive early, dress well, know the companies, speak clearly, make eye contact, pay attention in the interview, ask questions and most of all, smile.

Job Application 101

A job application can be your first chance to make a good impression, so make sure it's neat, well-written (no spelling errors!) and complete.

- Ask for two copies of the form. (Or, make a copy later). This way, you can work up a rough draft and make sure the one you turn in is in perfect condition.
- Read through the entire form before you start filling it out.
- Type the form, if possible. It's easier to read and looks more professional.
- Don't leave anything blank. If a section does not apply to you or the job you're seeking, write in N/A (which stands for "not applicable") so that the employer will know you didn't just skip the question!
- Have a resume and a list of other needed information (references, telephone numbers, addresses, dates, etc.) when calling on potential employers just in case you are asked to fill out an application on the spot.