

## Interviewing Primer

Do NOT bring chewing gum, cell phone, Ipod, coffee or soda on an interview.

Clothing says a great deal about you.

Appropriate attire supports your image as a person who takes the interview process seriously.

Your attire should be appropriate and fit well but it should not take center stage. If you're primarily remembered for your interview attire, this is probably because you made an error in judgment.

### Interview Attire Guidelines for Men and Women

A two-piece matched suit is always the best and safest choice.

Conservative colors are best, Navy, dark gray (black for women) are safe.

Solids or very subtle weave patterns are safest.

Wool, wool blends, or other good quality natural and synthetic fibers, are generally the best fabrics in all seasons.

Avoid lower quality acetate fabrics. One good quality suit is sufficient for a job search; you can vary your shirt/blouse and tie/accessories.

Everything should be clean and well pressed.

Carefully inspect clothes for tags, dangling threads, etc.

### Additional interview attire specifically for men

Don't combine a suit jacket with pants that don't match – a two-piece matched suit is always the best choice.

Navy and dark gray are safe and the most conservative for men

Ties – select good quality silk ties.

Avoid fashion extremes, like character ties, in interviews

Shirts – wear long-sleeves shirts, even in summer. Choose white or light blue solid, or conservative stripes. Avoid being trendy.

Socks – Dark socks, mid-calf length so no skin is visible when you sit down.

Shoes – leather, lace or slip-on business shoes, preferably black or cordovan. Invest in a good pair; even if you don't wear them daily on the job, you'll need them for other occasions.

Belt – black or cordovan leather, to match your shoes.

Facial hair – if worn, should be well-groomed.

Jewelry – wear a conservative watch.

### Additional interview attire specifics for women

Suit – wear a two-piece matched suit, skirt or pants is appropriate.

Skirt length – A skirt that ends at the knee when you're standing looks professional.

High slits in skirts are not appropriate.

Color/fabric – Navy, dark gray, brown and black are safe. Choose a solid or very subtle weave pattern. Wool, wool blends and high quality blends are appropriate for suits.

Shirt-sweaters – Underneath the suit jacket, wear a tailored blouse in a color or small print that coordinates nicely with your suit. A good quality knit shell is also appropriate underneath your suit jacket. Don't show cleavage.

Jewelry/accessories – Wear a conservative watch. Keep your choices simple, and lean towards conservative, if you wear other jewelry and or a scarf.

Cosmetics – Keep makeup conservative. A little is usually better than none for a polished look. Nails should be clean and well groomed. Avoid extremes of nail length and polish color.

Shoes – should be leather or fabric. Choose closed-toe pumps. Avoid extremes no stilettos or chunky platforms.

Hosiery – Should be plainly styled (no patterns), sheer is most conservative (not opaque) and in neutral colors complementing your suit. Avoid high contrast between your suit and hosiery color.

Purse/bag – A business-like tote bag is ideal for interviews. It can carry your extra CV's and any other papers you might need, and personal items can be concealed within. If you also carry a purse, keep it small and simple. Tote/purse should coordinate with your overall attire; it does not have to match your shoes, but should not clash in style and color. Your tote/purse should not look like beach/pool totes, have bold prints, or look little-girlish.

#### Grooming and Accessory Tips for Men and Women

Hair should be clean and neat.

Shoes should be in polished condition and make sure heels are not worn.

Details – no missing buttons, no lint; and don't forget to remove external tag from new clothing.

Hands – clean fingernails.

Fit – Clothes should be clean, neatly pressed, and fit properly.

Smell – Perfume or cologne should be used sparingly or not at all. Remember some people have allergies/sensitivities. No odors in clothes. Don't smell like smoke.

Padfolios/business bags – always wise for holding paper to take notes and to hold other documents you may need to bring and receive. Business like totes or small briefcases are also appropriate. Backpacks, book bags – not appropriate for an interview.

Be polite and courteous on the interview. Do not interrupt when someone else is speaking.

Behave enthusiastically towards everyone you meet, - and medical personnel.

Look everyone in the eye, shake their hand, and don't rush to look away. Talk with the individual and ask them questions about their hospital.

Bring extra, clean copies of your CV

Do not bring up salary or remuneration unless you are directly asked.

Arrive early for the interview

Make sure you obtain business cards at the end of the interview for your thank you notes

Avoid drinking alcohol and eat light before the interview.

Thank the interviewer and express your gratitude for the interviewer's time.

A few things that interviewers look for when interviewing a candidate:

- \*Be confident in who you are what you have to offer. Know your strengths and be prepared to talk about them if asked.
- \*Look directly at the interviewer. Don't stare but when you answer questions, connect with the interviewer
- \*Tell a story. When asked about things you've done that you are proud of or obstacles you've overcome, have a story to tell the interviewer.
- \*Sit up straight. Slouching comes off as lazy or uninterested. You want your body language to demonstrate that you're fully engaged.
- \*Relax – you want to sit up straight while also letting yourself relax a little.
- \*Practice – spend time before the job interview doing mock interviews with friends. Record yourself to hear your voice and if your voice sounds kind of weak, practice speaking with strength and commitment.
- \*Know about the job and the organization – There is so much on the internet, take time to do research beforehand.
- \*Make sure that you know your own CV – Nothing casts more doubt on your veracity than having to glance through your resume to answer questions. Study it carefully before the interview.
- \*Listen – Really listen to the questions and whatever the interviewer is saying to you. Avoid thinking ahead or about other things while the interviewer is talking.
- \*Come prepared with a few really good questions of your own to ask the interviewer. A great question shows you're thinking about the work process or some of the interactions with other areas.
- \*Remember to smile! By doing so you're letting the interviewer know that you're a pleasant person to work with.
- \*When the interview is over, stand up, smile, thank the interviewer and shake hands.

Qualities Job Interviewers Look For

- \*Energy – Humans are drawn to energetic people because energy is contagious.
- \*Good manners – Dressing appropriately, sitting up straight, maintaining eye contact, waiting to sit until your interviewer is seated, all demonstrate good manners.
- \*Maturity– Mature people know how to focus on the needs of others; immature people are just interested in themselves.
- \*Cheerful nature. A positive attitude, a smile, and an easygoing attitude tells an employer you will be a pleasure to work with.
- \*Ability to cooperate with others. Be pleasant to receptionist-colleagues. Show that you would be an asset to the organization.
- \*Punctuality. The reason you need to be on time for an interview is that this is the interviewer's first clue that you can meet your responsibilities.
- \*Resilience. Can you still perform when the going gets tough? Think of examples from your personal and professional life and be prepared to discuss them if asked to do so.
- \*Flexibility/adaptability – Interviewers sometimes ask an unexpected questions just to see how you react.