

# Making A Good Impression

▫ Interviews ▫ Appearances

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# THE JOB SEARCH: WHERE TO LOOK

- Online job listings & search engines
  - Job fairs
  - Career Counseling Services
  - Company websites
  - Network Connections: Friends, Family, Mentors
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# THE INTERVIEW

The best way to feel confident for an interview  
is to prepare.

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# Preparing for an Interview: Research

- Part of preparing for an interview involves researching the company you are interviewing for.
  - The internet and local newspaper stories are two good sources of information
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# Preparing for an Interview: Practice

- One way to practice your skills is to role-play or participate in a mock interview.
  - This forum gives you a feel of what you're are likely to experience in the actual interview.
  - Practicing will help you relax and feel confident for the interview.
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# Preparing for an Interview: Common Questions

Each interviewer has their own style but there are certain questions that almost all will ask:

- Tell me about yourself
  - Why should we hire you
  - What would you be able to contribute to our company
  - What unique qualifications do you have that other applicants may not have
  - What are your career goals
  - Why did you select this career field
  - When will you be able to work
  - What are your strengths/ greatest strength
  - What are your weaknesses/greatest weakness
  - Describe your ideal job or boss
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# Preparing for an Interview: During the Interview

- Give a strong firm handshake
  - Maintain eye contact
  - Use proper tone of voice
  - Ask questions at the end
    - Ask questions about the company (I noticed that...., can you tell me more about that)
    - Ask questions concerning the position (What is the most challenging aspect of this position)
    - Do NOT ask questions about salary.
  - Say Thank You and end with a hand shake.
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# Preparing for an Interview: Thank You Letter

- Send thank you note by email or traditional mail within 24 hours of the interview.
  - If the interview was casual, send a hand-written thank you note card or email.
  - If the interview was a traditional business format, send a typed business thank you letter and send via traditional mail.
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# Preparing for an Interview

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## Things to Remember

- Rehearse
- Arrive Early
- Give firm handshake
- Maintain eye contact
- Answer questions clearly
- Ask Pertinent questions
- Smile
- Showcase talent
- Say Thank You at end of interview

## Pitfalls

- Bringing friends to interview
  - Leaving cell phone on
  - Chewing gum
  - Not bringing extra copies of resume or reference list.
  - Saying “ummm” or “you know” or “like” too often
  - Mumbling and using poor grammar.
  - Fidgeting
  - Lying to employer (fraud)
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# APPEARANCE

The first impression an employer makes is often based on appearance.

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# Appearance

- ❑ **Slacks, Pants, and Suited Pants:** Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, and nice looking dress synthetic pants are acceptable.
  - ❑ **Skirts, Dresses, and Skirted Suits:** Skirts that are split at or below the knee are acceptable. Dress and skirt length should be no shorter than four inches above the knee, or a length at which you can sit comfortably in public.
  - ❑ **Shirts, Tops, Blouses, and Jackets:** Dress shirts, tops, and turtlenecks are acceptable. Most suit jackets and sport jackets are also acceptable.
  - ❑ **Colors:** Black, navy, charcoal (gray) and brown are acceptable. Bright, shiny, or distracting colors should be avoided.
  - ❑ **Shoes and Footwear:** Loafers, boots, flats, dress heels, and leather deck shoes are acceptable. Shoes and heel shoes should be closed toe. Wearing no stockings is acceptable if the look is appropriate to the outfit.
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# Appearance

- ❑ **Accessories:** Should be in good taste, no big bulky jewelry or belts/buckles, no visible body piercing other than pierced ears.
  - ❑ **Jewelry, Makeup, Perfume, and Cologne:** Should be in good taste.
  - ❑ **Fingernail and Tattoos:** All visible tattoos should be covered. Nails should be short and clean. Women wear clear or light color polish. No metallic polishes.
  - ❑ **Hats and Head Covering:** Hats and caps are not appropriate. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.
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# Appearance

## ~Appropriate Attire~



# Appearance

## ~Inappropriate Attire~

- Midriff baring clothing
- Miniskirts
- Excessively high heeled shoes
- Caps (headwear) indoors
- Very tight clothing

*Clothing that reveals cleavage, your back, your chest, your stomach or your underwear is not appropriate for the workplace, even in a business casual setting.*

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*“The job doesn’t always go to the most qualified person. It goes to the person who makes the best impression.”*

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