

TEN GENERAL TIPS FOR INTERVIEWING

(1) Arrive at least ten minutes early.

(2) Greet the interviewer in a friendly, open manner.

If the recruiter starts the interview late - Please note it is not done intentionally. It is not appropriate for you to make a comment regarding his/her lateness.

(3) Don't sit down until you are asked to do so

(4) Look directly at the interviewer when talking

(5) Never criticize others

(6) Relate your qualifications and experiences readily

(7) Stress your strong points

(8) Answer questions in detail rather than "yes" or "no". Use of examples from previous experiences is suggested

(9) Show interest in the job

(10) Express appreciation for the interview