Step 13: Making a Great Impression

Before The Interview

What To Wear Checklist

You want the interviewer focused on what you are saying, not what your clothing or other non-verbal cues are saying about you. Be neutral. People sometimes make the wrong assumptions. You can express your individuality after you get the job.

- Clothing should be conservative professional.
- Make sure clothing is comfortable for sitting or standing. Remember that you may not be sitting at a desk so be careful about clothing that may shift as you sit or be revealing.
- Undergarments should not show through clothing.
- Hair should be groomed and should not cover your eyes or fall into your face.
- Nails should be clean.
- Jewelry should be subtle, neutral, and kept to a minimum. Avoid anything that moves or may be distracting.
- Earrings are fine but other piercings should be removed.
- Cover tattoos.
- Avoid scents of any kind. Allergies are common and some scents are too individual to risk getting their preferences right.
- Avoid smoking before the interview.
- If you drive, make sure your car is clean. You never know who will see you arrive or leave.
Your Interview Starts as Soon as You Get There

✓ Arrive alone.
✓ Arrive early.
✓ Practice your handshake and warm smile.
✓ Greet the front-desk person. State your full name and the name of the person you’re there to meet.
✓ Don’t bring in any food or beverages.
✓ Eat a breath mint (optional).
✓ Don’t fidget while waiting.
✓ Don’t get too comfortable. Avoid talking on your cell phone, playing games with your phone or texting. Stay focused on your Success Form (see page 39) and a good introduction.
✓ When you are called for your interview, thank the receptionist. When you leave thank them again.
✓ Your introduction looks like this: you are smiling already, making eye contact, say ‘hello I am glad to meet you,’ the handshake is a squeeze but not a death grip, and you let them lead the way.
✓ If you have time, wash your hands and check everything one last time.
✓ Remember that you are awesome! You’ve got this!

Before The Interview

What To Bring With You

- Researched notes on the company (mission statement, values, recent news, bios)
- The Interview Success Form completed
- The job posting if applicable
- A notepad and pen
- At least 4 high-quality copies of your resume and references
- 4 Thank You cards

“I was guided through various aspects of the job interview (some that I had not even thought of before) and was given excellent advice and great tips on preparing a good interview.”

– R. Gutierrez,
Data Entry and Customer Service Representative,
West Covina, CA