

Step 18:

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 hand shake 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*