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## How to Conduct Yourself During A Job Interview

KGM deals with many types of jobs. The way you act during an interview can decide whether you get another interview or a job offer. Below are some guidelines to follow that KGM suggests. The goal of any interview is to get another interview or be offered a job. This is what you must strive for.

Arrive about 10 minutes early to the job interview. Arriving late might rule you out as a job candidate. It is important you know the location of the interview before you get there. Dress professionally this goes for both men and women. It is important to bring extra copies of your resume and a notebook or folder of work related samples if this applies to the job. Any samples that accent your skills are applicable.

Get the driving directions to the job interview location before you go. It is recommended that you take a dry run before the interview by driving there a few days ahead to see what the traffic is like and how long it takes to get there from where you live. This will save you stress on the day of the interview.

During the interview don't smoke, chew gum or eat. Listen and don't interrupt the interviewer while they ask questions. Dress professionally in dress pants and shirt for men. Women can wear a blouse and skirt, dress or dress pants with a blouse. The colors blue, navy, gray, black and brown are acceptable colors for an interview. You should check for runs in panty hose and stains on your clothing. It is very important to avoid rips and wrinkled clothing when you dress.

Don't wear bright colors or short skirts. Avoid excessive jewelry or makeup. Your hair should be clean and not decorated with flowers, head bands or shiny large barettes.

During the interview talk positively about your strengths and weaknesses as it pertains to the job. Always look at the interviewer in the eye. Don't look at the floor or gaze around the room. Shake hands firmly and speak clearly when you talk.

Try to be enthusiastic about the job duties. You should show how your skills qualify you to do the job. Give strong examples in terms of numbers of how you improved or accomplished a task on the job. If you do not have all the skills for the position try to show that you can learn or would be willing to learn how to do it. Ask questions about the job or company that pertains to the job description and duties. .

Never criticize the company or boast that you can do so much better at a job than the other employees that held the position. Listen to the interviewer and don't interrupt when they are talking. It is important to listen and learn as much as you can about the company and position open.

Phone interviews are an important part of the interview process. It is important to know how to act in a phone interview. You should have pen and paper handy by the phone to write something down during the phone interview. Turn off call waiting and do not use cell phones as you do not want to be interrupted. There is nothing more annoying than having constant interruptions during a phone interview. Turn off the TV, radio and let the kids play downstairs in the finished basement. Try to keep the room quiet when you have a phone interview.

On the phone don't smoke, eat, chew gum or drink. It is ok to keep water handy for a dry throat. Smile to yourself when you talk and speak clearly. Try to use the person's name and title. On the phone give short answers to questions that are to the point. Thank the interviewer and send a thank you note email or regular mail. Dress for a phone interview to elevate your mood. It is a good idea to have paper, pencils and calculators handy for questions you may not expect from the interviewer.

Speak directly into the phone but let the caller do the talking. If you are unclear what the interviewer asked you on the phone repeat the question back to them. Add some positive selling points about yourself when asked. It is important to convey enthusiasm for the job. Never call the interviewer by a slang term like dude, sister, honey or babe on the phone or in person. That is a way to be eliminated quickly.

Don't use overpowering cologne or perfume. Avoid too much jewelry and bright colors. Don't use excessive gesture with your hands or arms. Check your appearance before you leave home. Avoid runs in your stocking, stain on your clothes or rips and tears in clothing. Have clean fingernails and hands. Never call the interviewer by their first name unless instructed to do so.

When in the interview state your qualifications positively. State negative qualities in a positive way such as I am persistent I keep asking the other person until the job is done. Tell the interviewer what you can do for the company and be prepared to give specific examples. How did you raise the sales goal or raise money for the school for example?

Don't divulge too much personal information that is negative about a former employer or family. It has nothing to do with the job interview. Even a compassionate interviewer may be making a negative judgment based on what you say. It is important to focus on the job and the company not your personal life. When asked why you left a job answer in a neutral statement. I left to work in another field that utilized my education. I wanted to change careers.

It is important to have a summary of education, previous job titles if asked. Try to have examples of how you improved your work environment. You can bring letters, certificates and articles that highlight your achievements. You should have them neatly displayed in a notebook or folder. Letter of recommendation can be included too.

Try to meet with the person who will be your manager or supervisor. That way you can determine whether the person is someone you can get along with. Be honest do not exaggerate your skills and accomplishments. Have some specific questions to ask the interviewer about the

job and the company. At least three questions are good. It is important to have your reference handy to give them if they want. Ask why is the job open and why the person left? Why does the interviewer like working for the company? What are the positive duties of the job? If you did research on the company ask a question that pertains to the research you did.

At the end of an interview thank the person you talked with. Ask when they will make a decision. Should you call them or will they contact you. After send an email thank you note or one by the standard snail mail. Try to express enthusiasm for the company and the job. Always sell yourself and your work experience according to the job you are applying for.