



# Tips for a Job Interview

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HECPS

# Today's Focus

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There are certain things you want to do when you walk into an interview, during an interview, and at the end of an interview.

The following slides are designed to prep you for these things.

# Walking into the interview

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## Properly Greet Interviewer

Greet interviewer with a smile

Offer a firm handshake

Give direct eye contact

Introduce self with both first and last name.

--the last can be a simple, "Hello, I'm Johnny Slartibartfast."

# During the interview

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## Checking off the Good Interview Boxes

**Eye Contact:** Maintain eye contact during the interview.

**Effectively Responded to Questions:** Responses are relevant to the question. Answer each question with a complete sentence.

**Posture:** Sat straight up. In control of your hands, not fidgeting.

**Tone and Clarity:** Tone was appropriate. Expressed confidence. Spoke clearly.

**Asked a Question:** Questions were relevant.

# At the end of the interview

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Finish Strong

**Effectively Conclude the Interview:** Give a firm handshake and thank the interviewer.