

## ***Interview Success and Follow Up***

How to conduct yourself in the interview, then follow up after to get the job.

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### **Top Ten Tips for a Successful Interview**

To succeed at any job interview, you should:

- A. Prepare for the interview,
- B. Conduct yourself well in the interview,
- C. Follow up after the interview.

Here are the top 10 ways to succeed. Describe why you think each of these are important.

1. Prepare by thinking about what questions you might get asked

2. Prepare by writing down the questions you want to ask

3. Be clean, dress well, and present an attractive appearance

4. Arrive at the interview 5 minutes early

5. Introduce yourself, use a firm handshake, maintain eye contact

6. Listen, show interest, nod, ask questions, be engaged, SMILE

7. Ask your list of questions and take notes

8. Ask about the next steps and agree on follow up (who will call whom, and WHEN?)

9. Shake hands, thank them, and repeat the agreement on follow up

10. Follow through on the agreed follow up, on the agreed day

**BONUS:** Write and send a thank you letter or email. *Click Sample Letter for a sample*

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### Create a Thank-You Letter

You'll stand above the crowd if you send a personal thank you letter after the interview.

◇ *In your online account, download the Sample Thank You Letter. Open it on your PC or print it to create thank you letters for your job interviews.*

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### Practice Interview

The best way to get better and more comfortable with an interview is to **practice**.

◇ *In your online account, download and print the Practice Interview Form.*

Find a partner. Take turns doing the practice interview. Remember to be enthusiastic and *act like you want it!*



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