

**Stick to the plan.** Plan your answers to a couple different situations ahead of time. Show that you have a grasp of the real world. Stress the traits this company is looking for.

**Never let them see you sweat.** No matter how stressful the situation, stay calm, cool and collected. Keep your eyes with the interviewer. When he or she finishes asking a question, take a few seconds to compose yourself and formulate the words, and THEN answer the question.

**Recognize the situation for what it is.** It is nothing more than an artificial scenario designed to see how you react under pressure and to get to know you. It is not personal.

**Be respondent WITH the interviewer.** Every moment of the interview is an opportunity to accomplish YOUR goal, to let the interviewer know why you are the best choice, so you will get the job.

**Watch your tone of voice and body language.** Speak professionally, but naturally. Be positive with your tone and behavior during the interview process.

**RELAX! Think of it as an adventure.** Enjoy yourself. Imagine the interviewer is someone you have always admired that you are excited to talk to. Focus on the job and the company. You are prepared, so you can ace this quite easily by following the plan.

**Keep smiling.** No matter what. Be pleasant with a relaxed smile, and become involved in an interesting conversation all about you! Put yourself in the interviewer's position – What does this person want to and need to know about you that will get you this job?

**Be enthusiastic.** No matter what you learn during this interview, your goal is to get offered this job, whether you will take it or not. Be excited and interested in the company, the job duties, and the opportunity to work at this company.

**Be honest.** Be real about yourself and about your future.

**Make lots of eye contact.** Meet their eyes during handshakes and frequently during the conversations. Don't stare, but have a real conversation, like with anyone, looking at the person while you talk. Express yourself clearly, and you will project yourself well.

**Remain positive.** Use positive words. Stick to the plan. If you get sidetracked, get back on track with the plan. Express what you need and want to express during the interview and everything will be perfectly fine. The interview is happening BECAUSE the company WANTS to know about you because they already think you may have what they need, The interview process is solely to see if you and the job are a good fit.

**Don't let the interviewer get you off track.** Perhaps the interviewer is inexperienced or perhaps the interviewer doesn't have the questions to get to the info you need to express - that's ok. Just express what you need to express by formulating your answers to get out the info about you.

**Be humble, but confident.** Exude confidence. Admit your positives and negatives following the plan. Showcase your successes. Give concrete examples that answer the interviewers questions. Avoid sounding arrogant or robotic, while taking every opportunity to express your positives, show that you are a team player who can and will work hard for this company.

**Speak conversationally.** Don't memorize it word-for-word. Speak sincerely and spontaneously. You KNOW who you are and you know the answers to the questions without having practiced. Every interview is a success because you are prepared,

**End with the ball in the interviewer's court.** End the interview with a question to demonstrate your involvement and enthusiasm. This will also give you a breather to be able to relax. When shall I expect to hear from you?