# Acing the **JOB INTERVIEW**







### First impressions count—

**ACE WHAT YOU WEAR** 

you'll want to appear polished and professional **ACE WHAT YOU KNOW** 

# Study up on more than just

the job description-get a

real feel for the company

**GET INTERVIEW-READY** 

### Your resumé, cover letter

**ACE WHAT YOU BRING** 

and references should all be neat and up to date **ACE WHAT YOU SAY** 

# Study your own work

experience and know your strengths and weaknesses

# FROM HEAD TO TOE

## out your answer to a question before

**LISTEN UP** 

the asker has even finished speaking? Listen actively so that you don't miss any vital information or accidentally interrupt your interviewer

Do you ever catch yourself planning

# or other accessories

**FEND OFF** 

**FIDGETING** 

that you know you'll be tempted to fidget with during the interview THAT'S SO EXTRA Bring multiple copies

Avoid wearing rings

a list of references with you (even if you haven't been asked to do so) Resumé

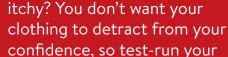
of your resumé and



unprofessional plus, it gets in the way of handshakes and poses the risk of spilling everywhere **JAVA JITTERS** 

Watch your caffeine intake on the day of the interview—you might think an extra shot of espresso will

**DITCH THE DRINK** Carrying a cup or a bottle in with you can be seen as



STRESS-TEST YOUR OUTFIT

Do those pants dig into you when you sit down?

Does that shirt emphasize pit stains? Is that blazer

outfit before the big day **LEAVE THE PHONE ALONE** Triple-check that your phone is turned off (or is at least on silent

#### make you feel extra alert, but stimulants

like caffeine can increase anxiety levels **NOSE NO-NOs** Take it easy with

scented products-

strong perfumes

and colognes can

#### interview, and keep it out of sight

mode) before heading into the

**DON'T BE LATE** Schedule plenty of time for travel, parking, and even a washroom break before heading into

#### overwhelm your interviewer

#### you an opportunity to express some personality, but

you're probably

the novelty tie

at home

better off leaving

the office

**KEEP IT SUBTLE** Accessories give

**BREAK IN YOUR SHOES** If it's been ages since you've donned your "fancy shoes" (or if they're brand new), wear them around the house the week leading up to the interview to break them in

**CLEAN IT OUT** 

a bag or purse

If you're bringing

with you into the

interview, clean it out before you load it up-you want to showcase your resumé, not your collection of

crumpled receipts!

Interviews can be especially challenging if you're not used to speaking about yourself for a prolonged period of timeto get comfortable with the art of conversation, try at least one of the following before your next interview Improv or Acting Workshops

feel like studying!

**FINDING YOUR VOICE** 



# Check your local library and

**Public Speaking Classes** 

community center to see if they offer any drop-in speech classes-this is a great way to practice speaking in front of a supportive audience

Mock Interviews with a Friend

Comedy and performance classes are a fun way to refine your communication skills and as a bonus, they don't even



#### Ask a friend or family member to run through a few common interview questions with you—this is a great way to

work on that eye contact (it might seem awkward at first, but it's totally helpful) **Practicing Out Loud** Practice interviewing in front of the mirror or record your practice session

on your smartphone—pay attention to

your body language and try to minimize any "ums" and "uhs"



Sources: BigInterview.com, CareerBuilder.com, LinkedIn Global Recruiting Trends, Uptowork.com, Workopolis.com

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