How to 10x your interview

When it comes to interviewing for any job, there are many different things you can do to make sure you are putting your best foot forward. Rest assured, you have many resources at your fingertips that will help you prepare for your upcoming interview. Some of those resources include a visit to your school’s career development department, speaking with mentors and older students who can offer sage advice and using the internet to watch videos, listen to podcasts and read articles on interviewing techniques. Regardless of which resources you use, preparing for your upcoming interview is critically important and something each candidate regardless of what stage they are in their career needs to do. Terri and I have put together a list of our top 10 do’s and don’ts which we know you will find very helpful as you prepare for your upcoming interviews.

**Do's:**

1. Research the Company:
   * Research the company thoroughly before the interview. Understand their products, services, culture, and values. This will help you tailor your responses to align with the company's goals.
2. Dress Appropriately:
   * Dress professionally and in accordance with the company's dress code. Always remember, it is always better to be slightly overdressed than underdressed.
3. Arrive on Time:
   * Punctuality is crucial. Arrive at the interview location with plenty of time to spare. It's a good idea to arrive 10-15 minutes early.
4. Be Prepared:
   * Bring multiple copies of your resume, a list of references, and any other necessary documents. Also, have a clear and concise answer ready for common interview questions.
5. Show Enthusiasm:
   * Express your genuine interest in the role and the company. Show enthusiasm about the opportunity.
6. Listen Actively:
   * Pay close attention to the interviewer's questions and listen carefully. This will allow you to provide relevant and well-thought-out answers.
7. Ask Questions:
   * Prepare thoughtful questions to ask the interviewer. This demonstrates your interest in the company and the role.
8. Highlight Your Skills:
   * Focus on your relevant skills and experiences. Provide examples of how your qualifications make you a strong fit for the position.
9. Maintain Eye Contact:
   * Maintain good eye contact with the interviewer to convey confidence and engagement.
10. Follow Up:
    * Send a thank-you email after the interview, expressing your gratitude for the opportunity and reiterating your interest in the position. A thank you email is the minimum and if you really want to set yourself apart, you should send a handwritten thank you card.

**Don'ts:**

1. Arrive Late:
   * Being late to an interview is a sign of poor time management and can make a negative impression.
2. Overshare:
   * While it's important to provide information about yourself, avoid sharing personal or irrelevant details that don't pertain to the job.
3. Speak Negatively:
   * Avoid speaking negatively about past employers or colleagues. Maintain a positive and professional demeanor.
4. Interrupt:
   * Let the interviewer finish their questions before responding. Interrupting can come across as impolite.
5. Use Inappropriate Language:
   * Avoid using slang, profanity, or overly casual language during the interview.
6. Be Disengaged:
   * Stay engaged throughout the interview. Avoid distractions, such as checking your phone or appearing disinterested.
7. Be Overconfident:
   * While confidence is important, avoid coming across as arrogant or overly self-assured.
8. Ramble:
   * Keep your responses concise and to the point. Avoid long, meandering answers that may lose the interviewer's interest.
9. Bring Up Salary Too Early:
   * Avoid discussing salary and benefits in the initial stages of the interview unless the interviewer initiates the topic.
10. Forget to Follow Up:
    * Failing to send a thank-you note or follow-up email can leave a negative impression. Always express your appreciation for the opportunity.

Remember, a successful interview is not only about your qualifications but also about your professionalism, communication skills, and ability to fit into the company culture. By following these do's and don'ts, you can increase your chances of making a positive impression during your job interview.