Interview Tips to Help Achieve Your Dream Situation by Tracy Narvaez

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A few interview tips may make all the difference to your chances of achieving your dream occupation with a new company. With so much competition for every new position that is advertised, it isn't always easy to secure a new post. If you have been offered an interview with a new company, you are in a great position to further your career.

Face to face interviews often follow on from a telephone interview. It is important to make a good impression with your first meeting. Dress smartly. Even if the employees are casually dressed, the employer will expect job applicants to be well groomed. Clothes should be cleaned and pressed. Don't forget to clean your shoes. In most cases wearing a suit and tie to an interview is still acceptable for men

A woman should also dress smartly. Do not wear short skirts or revealing tops to an appointment for a new position. Some conservative establishments like women employees to wear skirts and jackets rather than trousers. Don't wear heavy make-up or flashy jewellery.

On the day of your appointment, make every effort not to be late. If you are attending several interviews over a few days, double check the time, date and place. If you are travelling by public transport, work out exactly where you are going and how to get there. If it is some distance away and in an unfamiliar area, do a practice journey a few days before.

If you are going to drive by car, work out the route beforehand. Estimate how long the journey will take and check where you will be able to park. Take some coins for the parking metre. Arriving ten minutes early for an appointment is the general recommendation.

Be courteous and polite to anyone you meet once at your destination. The receptionist may be asked for her initial reaction to your behaviour. Find out the name of the interviewer before the day. If introduced to others, try to remember and use their names.

Thank the interviewer before and after the meeting for the chance to apply for the position with their company. Employers are always impressed by good manners. Shake hands firmly. Don't forget to smile and, when speaking to people at the meeting, look them in the eye.

Be sure to take any necessary documents with you. If you have been applying for a number of positions and have been using different resumes, read through the one you are using on the day so that you are conversant with it. Let your referees know that they may be called on to speak for you.

Research the company and memorize any relevant points. The interviewer could well ask a few questions about his company so read up about it, perhaps on their website. Prepare a couple of queries so that you have something to say if the interviewer should give you the opportunity to ask questions.

Be relaxed without being too familiar. Consciously breathe slowly and relax your shoulders and neck. Be considerate and polite. By employing these interview tips you may well gain the position you've always dreamed of.

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