

How To Prepare For A Job Interview

(NAPSA)—So you landed that job interview. Now comes the crucial task of outshining others going for the same job.

“The job interview is your shot to make the best possible impression on the employer,” says Teresa Setting, vice president of Recruiting and Retention at Kelly Services, a global staffing company.

Setting shares these tips on successful job interviewing:

Research the company

Come prepared. Find out as much as you can about the company through their Web site, annual reports or at a library. Your effort will show in the interview, and you’ll be seen as proactive, hardworking and astute.

Dress appropriately

Check with the human resources contact to determine proper dress. “When in doubt, always err on the side of formal business attire,” says Setting.

Arrive 15 to 30 minutes early

Punctuality is a subtle clue about attitude and behavior. Tardiness, no matter the excuse, is a major blunder.

Exhibit enthusiasm

First impressions, positive or negative, dramatically affect the ultimate evaluation. You can make or break an interview within the first few minutes.

Be self-confident

“Through our 56 years of interviewing countless job candidates, it has become clear to us at Kelly that high self-esteem and self-confidence are the hallmarks of a successful individual,” says Setting. “There’s nothing wrong with feeling good about yourself and smiling.”

Prepare for key questions

Practice your responses to typical questions such as “tell me about yourself” and “why are you looking for a new position?” Keep your answers to a minute or two in length.



Punctuality is an early clue about your attitude and behavior.

Remain attentive

Stay alert during the interview. Maintain good eye contact. Sit forward in your chair. Show high levels of interest and stay enthused. “This is especially important when you are doing multiple interviews on the same day,” says Setting. “Your energy level must be as high for the last person as it is for the first.”

State your objective

Establish your objective before the interview, such as securing a second interview or a job offer. Ask a question such as, “do you think my skills match your needs?” If you are definitely interested in the job, make this point clear at the conclusion of the interview.

The “thank-you” note

This classy final touch shows you to be professional, and it conveys your sincere interest. Send your note to key decision-makers. If you collect the interviewer’s business card and it has an e-mail address listed, it’s appropriate to e-mail your interviewer a thank-you as well. Instant feedback that you are interested will come direct to their desktop.

For more information, visit www.kellyservices.com/kcn.