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**Interview attire**

* + One step above required attire for the position
  + Dark neutral colors with white, cream, or light blue shirt
  + Clean and well pressed
  + Closed toed, polished shoes, with socks or hose
  + Well groomed hair worn off the face
  + Avoid cologne and perfumes

**Interview Etiquette**

* Research the company and the job opening
* Prepare answers for typical interview questions
* Prepare a list of questions about the job opening and work environment

**During the interview**

* Arrive about 15 minutes early
* Carry a notebook with your resumé, cover letter, job application, references, pen, and paper
* Greet interviewer by name with a firm handshake and smile
* Wait for the interviewer to direct you to a seat
* Sit straight and slightly forward with hands ready to take notes and ankles crossed or feet flat on the floor
* Think before answering
* Maintain eye contact, good posture, and avoid fidgeting
* DO NOT smoke, chew gum, lie, or use slang
* Be honest