Interviewing Tips from People Who Do Hiring:

1. Don't primp in your side view mirror or car window reflection because the conference room where the interview team is waiting for you may very well look right over the parking lot. Also don't drive into the parking lot like a crazy person (same reason as above).
2. Be on time. Don't answer your cell phone during the interview. Know what you are interviewing for. Don't tell me this is just a place holder position for you. Dress appropriate. Yes I have had applicants make all these mistakes and no they have not been hired. Also bring a hard copy of your résumé and don't lie on it. Know what's on it.
3. 1) Firm handshake with eye-contact and a pleasant smile. 2) Dress appropriately for company culture - regardless: always professional, comfortable, nothing too tight or revealing, or worn out 3) Be on time 4) Know your interviewer's name and linked in history if possible 5) go prepared with questions.
4. Believe or display that you can do it even if you're new. People will believe it. Also, do your research on company beforehand on the net voraciously.
5. If you suddenly think "am I talking too much?" you probably are. Bring the sentence or thought to a close.
6. Make sure you read up on the history of the company you are interviewing for a position. What do they sell or what services do they provide? How old is the company? How many locations? Who are the Executive team? What is their mission statement? It shows an interest in wanting to be part of the company for the long term. Also, why are you interviewing for a position at this company? Do you use the products they sell, or do you have the same belief or passion in their mission (especially good if you are interviewing for a non-profit).
7. Make sure when you answer why you are seeking a position at the company it sounds believable. I have been on so many interview panels, you can tell a quick, thrown together answer in a heartbeat.
8. Best advice I heard from a knowledgeable source - ask questions of the employer that allow you to present additional information about yourselves, that canned questions won't get at.
9. Interviews have been going on forever. DO your homework and have an idea what questions are going to be asked and have an answer! Make sure you can point from the job requirement to the item in your resume. Also, I find it helpful to have on your person (for reference) your employment history'; so you can fill out the application they give you "while you wait." Also have name and contact info for 3 references who you have vetted and will vouch for you.
10. Teach them that how you handle the question can be as important as what you say in the answer. Being nervous, saying "that's a good question", etc show you weren't expecting it or fully prepared. These "tough" questions are often a measure of how you handle pressure and less about the actual question.
11. 1. Bring multiple copies (10) of your resume & reference sheet; be prepared for a group interview just in case. 2. No perfume or cologne of any kind. 3. No more than 2 SMALL earrings if female (I tell my students to use the "pea" rule, nothing bigger); NONE for men. Remove ALL other facial/visible body jewelry. 4. Always have multiple copies of all college transcripts at home, bring one/set if multiple colleges to present at the interview. 5. Have SPECIFIC EXAMPLES to questions: "I have great customer skills" is a worthless answer. "An example I can offer that shows my customer service is when a customer/client presented the following issues, etc etc".
12. If you write a cover letter, make sure that letter is customized to match your knowledge/experience to the job description (and make sure you carefully read the job description). It also helps to bring a copy of the job description with you for reference.
13. Responses about tattoos and other body art. (Basically to cover or not to cover):
	1. I say it depends, especially on the job, or the interviewer, however, if you cover now, you can uncover later. Can't do it the other way 'round..
	2. I'm with Peter - remove all piercings except in a woman's case, 1 small earring. Cover ALL tattoos! Long sleeves, etc...
	3. It is more acceptable these days to have body art and, in my opinion, your dress attire is more important. Employers may overlook tattoos if your appearance is professional and clean. You may just need to sell yourself harder to show you "know your stuff". But, remember, that 1st impression counts so much when interviewing, so do your research on the company. If the company culture is conservative, then hide it as best you can. Or go try interviewing for an organization that has a more moderate or liberal stance on such things.
	4. I won't say its fair, but take out/cover/minimize as much as possible for the interview. An interview is about impressions, so anything that might trigger a bias or preconception is something the candidate will have to overcome by being amazing in an interview. Although I'd also ask the candidate to think about how much they want to work in a culture if they're made to feel uncomfortable with plugs in their ears or visible tattoos. And be aware of how norms may differ between roles in the same company. Most of our sales folks are fairly conservative in dress/appearance, but within the private space of the office very little is frowned upon. (Of course, its tech and Seattle, and we're all a bunch of weirdo hippies anyway.)
14. Make a list of ten questions they will probably ask you, and then have a one paragraph answer to all those questions rehearsed and prepared beforehand. Also have at least 5 interesting questions to ask about the company.
15. Send thank you notes to all interviewers; better if mailed since it's so rare nowadays! Be kind to the receptionist!!
16. Phone on silent. Don't look at it at all.
17. Just keep it (your phone) in your purse, briefcase, jacket - whatever. DON'T put it out on the table. I get so annoyed when I see someone do that. To me, if seeing what comes through on that phone is more important to you then this interview and I am already not impressed.
18. The most important skills (IMHO) are the simplest to do. The biggest responses I've ever received is when I send thank you notes - most people never do it and it speaks volumes for follow-up ... etc.
19. My tip is this. If you are taking medication regularly, make sure you take it. Whether it is blood pressure meds, or something for a psychological issue, you want to keep the proper levels in your system. I had one candidate, who by the end of the interview, I was convinced did not take their anti-anxiety meds. Had a mini episode in the interview.
20. They need to know what the position is about and why they want it. Don't respond "because my parents thought it was a good idea"! Appropriate attire and language, no "hey, dude, what's up" or something of that sort, show respectful behavior. A bit pathetic that we even have to say that.....
21. Hey need to be wearing a comfortable outfit that they can sit in for 1 hour without fidgeting. It is not a cocktail party, its a job interview: clean, professional, simple. Know what to do with your arms and legs when you sit, and know what to say when they say "so tell me about yourself." 4 bullet points: name, hometown, school, plans. Also be ready for the simple classic question: Why should I hire you for this job? Don't tell me you will work hard, that is what you are expected to do. Tell me how well you collaborate, how you seek to to improve situations and give me examples.
22. Prep for the last question: "Do you have any questions for us?" This is NOT when you ask about taking months off, etc. This is when you demonstrate you know something about the position and industry, and that you are thinking about how you can contribute.
23. My one trip in the bag is to have questions when asked if you have any questions for the interviewer. And here is your 'hole in one' question: "so what type of person do YOU think is best suited for this position?" When you get that answer, immediately formulate a response showing EXACTLY HOW you have been the person they just described in the past and/or how you plan to be that person in the future. Great "out the door" imagery.
24. Be prepared for behavioral interviewing. Have examples of things you've done, be able to describe the outcomes, the benefits/metrics achieved, lessons you learned when things didn't go right. Be prepared to tell me a story that makes me want to hire you.