

Phoe

Never badmouth past employers.

No matter how nasty your previous work experience was, you'll be the one who ends up looking bad if you speak ill of your past employer. Try and focus on what you learned from that experience, what you improved upon and what you hope to focus on with this new position.

Not all questions are equal.

Be strategic about how long you spend on each question. Spend time on the ones that move your candidacy forward and have quick, succinct answers to those that don't allow you to speak to what you can bring to this position.

Write down four things.

Before you have your interview, write down on a note pad the four things that make you the best candidate for this specific position. Think about the other people who may be applying to this position and write down what differentiates you – things that make you stand out. Ask yourself what are the four things you really want your interviewer to take away from having met you. Take the notepad into the interview. If the interviewer forgets everything about your candidacy except these four things, you will have done a good job and given yourself the best chance for success.

Show enthusiasm.

Stay confident, focused, positive and energetic in the interview. Remember, the interviewer could potentially be doing dozens of interviews and there's nothing worse than showing no enthusiasm. Don't get too carried away, just be yourself, be confident in your experience and most importantly, be courteous.

Print out copies of your resume.

We may be living in a digital age, but it never hurts to have a few paper copies of your resume on hand. You'll look prepared and thoughtful.

