

# Administrative Support Associates™

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## 5 FEARLESS INTERVIEWING TIPS

By Shawn E. Gilleylen

You are granted an interview because the company believes you are a good match for the position and want to determine if you are qualified, motivated and most importantly, the right fit. Take the fear out of interviewing by following these five simple steps to exude confidence:

- **Be Prepared, Organized, and Knowledgeable.**
  - ❑ Demonstrate competency. Research the company and learn the industry, trends, product, and new developments in advance.
  - ❑ Write out questions and practice presentation, along with Q&A.
  - ❑ Do not embellish your resume or experience. Highlight skills, background, and accomplishments relative to the position.
  
- **Dress Professionally & Display Pleasant Personality.**
  - ❑ Business professional attire should be clean, neat, pressed, fitted, and in good repair. Check wardrobe for spots, strings, or tags.
  - ❑ Maintain direct eye contact, smile, and extend a firm handshake.
  - ❑ Be mindful of nonverbal communication and body language, diction, and tone of voice. Remain poised, polished, and professional.
  
- **Relax and Listen Actively.**
  - ❑ Answer each question clearly and concisely. Take your time. If you do not understand the question, politely ask for clarification.
  - ❑ Avoid one word answers such as “Yes” or “No.”
  
- **Ask Pertinent Questions.**
  - ❑ Determine if the job offers compatibility and a mutually rewarding relationship.
  
- **Say “Thank you.”**
  - ❑ Reiterate interest in the job and company.
  - ❑ Follow up with a handwritten thank-you note.

*Shawn E. Gilleylen provides business etiquette training to help businesses and individuals strengthen their professionalism, corporate image, and productivity. Subscribe to a free Etiquette Tips Newsletter at [www.admainsupportassociates.com](http://www.admainsupportassociates.com). Contact Shawn at [shawng@admainsupportassociates.com](mailto:shawng@admainsupportassociates.com) or 202.352.3166. Article © 2006 Administrative Support Associates, Success with Etiquette Program™. All rights reserved.*