Transcript: Effective Interviewing

Hi, I'm Alison Doyle for About.com. For any job interview, it's important to be prepared to ace the interview and impress the interviewer from the moment you arrive. Here are some tips on how you can make the right impression.

**Interview Tip 1: Look the Part**

Plan to dress professionally in conservative clothing with appropriate shoes, minimal jewelry, and perfume. Even if the office is casual, you should dress in business attire.

**Interview Tip 2: Before the Interview**

Bring a portfolio with extra copies of your resume, a list of references, and a notepad and pen. Use a breath mint before you enter the building. Leave the gadgets at home or turned off in your bag or briefcase.

**Interview Tip 3: Arrive on Time**

Arrive a few minutes early for your interview. If you're not sure where you're going get directions ahead of time (Mapquest or Google Maps) and do a trial run, so you know where you're going. When you arrive for your interview, greet the receptionist and let him or her know why you are there.

**Interview Tip 4: Answer Questions Calmly**

During the interview try to remain as calm as possible. Ask for clarification if you're not sure what's been asked and remember that it is perfectly acceptable to take a moment or two to frame your responses so you can be sure to fully answer the question.

**Interview Tip 5: Ask Questions About the Job**

Be prepared with questions of your own, because you will probably be asked if you have any at the end of the interview. Having questions will show that you've done your homework and are truly interested in the position.

**Interview Tip 6: Follow Up**

Ask your interviewer for a business card. That way, you'll have the correct spelling of names and job titles for your thank you notes and follow up calls. It's important to thank the interviewer for their time and to let them know that you look forward to hearing from them. Follow up by sending a thank you note to everyone you interviewed with.  
  
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