



FOUR QUICK TIPS FOR THE INTERVIEW

(adapted from the CPA Client Bulletin)

- **Be On Time**

Most people know not to be late to an interview, but being on time also means not being early. Try not to arrive more than 15 minutes before your scheduled interview time. If you arrive too early, the interviewer may be busy or not prepared to meet you and may then feel rushed or harried. You want your interviewer to be in the best possible frame of mind.

- **Maintain Eye Contact**

Look your interviewer in the eye when greeting him or her and maintain eye contact throughout the interview. Don't let your eyes wander to the floor or to objects in the office while either of you is speaking.

- **Listen Carefully**

Listen to what the interviewer is asking and answer the question before going on to other points. When answering, try to be specific and give examples. Don't interrupt or rush to answer without first thinking it through.

- **Don't Exaggerate**

Make sure any information you give -- particularly about previous jobs, titles, salary, benefits, etc. -- is accurate. If it appears you have exaggerated, you will be eliminated as an applicant.