

## Mock Interview Day

### Grooming Tips

#### First Impressions Count!

Make certain that from the first moment you meet with your interviewer that you impress them with your appearance. Dress to project the image you want to portray to the employer. In fact, it is good to do some research on the employer so that you know what kind of dress is appropriate for their company. Dress 10% better than you think you should if you really want to make a good first impression. Let your skills do the talking, not your dress or grooming. Let your enthusiasm shine through!

#### Grooming Tips!

- Wear clothes that are clean and pressed.
- Tuck in your shirt.
- T-shirts and jeans are **not** appropriate.
- It is preferred that women wear a dress, suit, or skirt and sweater/blouse.
- It is preferred that men wear a suit and tie, slacks and shirt/sweater.
- Hair should be clean and combed.
- It is recommended that men be clean-shaven.
- Women should apply light to moderate make-up, if any.
- Clean teeth and fresh breath are always appropriate.
- Shoes should be newly shined.
- Make certain your hands and nails are clean.
- If worn, fragrances should be very mild.
- Keep jewelry to a minimum.
- Wear a watch. A clock may not be visible, and you don't want to take up too much of the interviewer's time. Be subtle when looking at it.

#### Interview Tips!

- Greet the interviewer with a smile and a firm handshake.
- Do not chew gum.
- Sit up straight in your chair.
- Maintain comfortable eye contact with the interviewer.
- Listen intently.
- Show enthusiasm.
- Ask questions.
- It's OK to be a little nervous. Employers expect it.
- Call the interviewer by name.
- Ask for a business card, and send a Thank You note within two days of the interview.

#### More Information

There is a lot of information available on interviewing. For books on this subject, we recommend you check with your library or local bookstore. The Internet is also a great resource. Suggested websites are – jobweb.com, monster.com, careers.msn.com, and CareerBuilder.com. Also, Career Services at Central Michigan University is a valuable resource – 215 Bovee University Center, Mt. Pleasant, MI 48858. (989) 774-3068.