CALIFORNIA DEPARTMENT OF
CORRECTIONS & REHABILITATION

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# Tips for a Successful Hiring Interview

You're in the door! Now make the most of your face time.

### DO YOUR HOMEWORK
Research the position and your prospective employer prior to the interview. Have a few questions ready to demonstrate your interest and enthusiasm, and of course, to learn more about the job.

### DRESS TO IMPRESS
Professional work attire is a must. Ladies, minimize distractions by wearing simple jewelry and make-up. Gentlemen, leave the flashy ties at home.

### DON'T BE LATE
Plan ahead and allow time for traffic, parking, check-in, etc. If your interview is at an unfamiliar location, conduct a dry-run to familiarize yourself with the route.

### BE POSITIVE
If your inexperience in a certain area is highlighted, avoid the phrases "I haven't," "I don't," and "I can't." Instead, describe your experiences of a similar nature and express your willingness and ability to learn new things. Always stay upbeat and maintain a positive attitude. Also, refrain from criticizing former employers and co-workers.

### MIND YOUR MANNERS
DON'T slouch, chew gum, or interrupt your interviewers while they are talking. DO smile, listen attentively, and thank your interviewers for their time.

### BE CONFIDENT
Express yourself clearly and assertively. Be secure in who you are and what you know. However, be careful of appearing like a "know-it-all." There is a fine line between confidence and arrogance.

### KEEP IT CONCISE
Answer questions thoroughly, but briefly. The best interviews are conversational ones, so allow your interviewers to speak and avoid talking about yourself nonstop.

### HONESTY IS KEY
Prospective employers want to meet the real you, because that's who will be coming to work for them everyday. Be genuine and sincere, and always answer questions truthfully.

### COME EQUIPPED
Be sure to bring copies of your resume, references, and any other supporting documents (e.g. transcripts, writing samples, work portfolio, etc.) that is asked of you.

### PRACTICE MAKES PERFECT
Enlist a friend or relative to help you conduct a mock-interview. Write down some potential interview questions and carefully construct and rehearse your answers. The more you practice, the more prepared you'll be for the real deal.