



## BEFORE THE INTERVIEW

Do prepare for the interview. Talk to your RIF recruiter and find out the exact location of the interview and the interviewers name and title (including pronunciation).

Do dress in business attire. **No jeans or low-cut blouses!** Always put your best foot forward. Wear proper attire and greet your interviewer with a firm handshake and an enthusiastic smile. Do make direct eye contact.

Do research the company. Read up on the company itself. A company's web site can usually be helpful for telling you its history, mission statement, annual sales revenue and different locations it may have. Research the actual position you are applying for with the company. Know what key skills they are looking for and what key skills you have that will make you right for the position. Also know what personality traits you have that would separate you from other applicants and make you better for the position. Your Resources In Food recruiter should be able to help you with this information.

Do arrive 10-15 minutes early – unless otherwise specified. Late arrival for a job interview is never excusable.

Do bring a copy of your resume.

Do prepare a copy of references.

Do bring a pen and notebook to take notes during the interview.

Do prepare questions to ask during the interview. Develop thoughtful questions to ask the interviewer about both the job and company with which you are applying. Don't ask generic **questions** and do not ask questions to which the answers could easily be found in the company literature.

Do greet everyone in the office/restaurant with a smile and hello. First impressions are crucial!! Make sure that your posture, body language and voice inflection portray you as a confident and excited candidate.

Do fill out applications neatly and completely.

Do psyche yourself up! It's OK if you are nervous or a little frightened. You have nothing to lose and everything to gain.

Don't be unprepared for the interview. You'll never get another chance to make a first impression. Familiarize yourself with possible interview questions. Reflect on how you will answer the **questions**. Develop specific examples that highlight your skills. Make sure that you can answer each question honestly and sincerely without sounding like you prepared them.

Don't be late.