

# Job Interviews: 15 Tips For Success



Reduce the stress and increase your chances of success with these **15 tips for acing your next job interview.**

## Before the interview:

- Visit the company's website to learn more about their policies and services.
- Review the job listing and make sure you're prepared to discuss your relevant skills and experience.
- Print out extra copies of your resume to bring with you.
- Plan your route to the interview location to make sure you'll arrive on time.

## The day of the interview:

- Dress in neat, clean clothing.
- Arrive 10-15 minutes early. This will give you time to introduce yourself, use the restroom, and take a few moments to relax.
- Turn off your cellphone and leave other items like beverages and headphones behind.
- Be polite and respectful to any employees you interact with, such as security guards or receptionists – they may be asked to give feedback!

## During the interview:

- Keep your attention on the interviewer. Careful listening makes a good impression and ensures you won't miss any important information.
- Make eye contact, smile, and try not to interrupt.
- Answer questions honestly and confidently. It's fine you need to take a moment to think about your answer or ask for clarification.
- Have a pen and paper handy to take notes and keep track of any questions that come to mind.

## After the interview:

- Many interviewers will conclude by asking if you have any questions, so have some prepared.
- Thank the interviewers for their time.
- Send a thank you note the next day to really stand out from the crowd!

By preparing in advance for a job interview, you can increase your chances of success and find the job that's right for you. To learn more about career opportunities at Loretto, visit [loretto.org/about-us/careers/](https://loretto.org/about-us/careers/).