

Alumni Consulting Group

IT Consulting – Contract to Hire – Direct Placement

Interview Tips

- **Do your homework.** Research the company with whom you are interviewing and prepare a few questions. Understand the industry and their business, and make sure to look through the company history and any recent developments. This demonstrates to the interviewer that you are truly interested in their company. It also helps you prepare good questions so you can decide if you really are interested!
- **Be professional.**
 - Don't be late. Plan well in advance – prepare for weather, traffic, and any other delays you can foresee. Try to arrive 15 minutes early: More than that can make the interviewer uncomfortable; less than that is cutting it close.
 - Dress professionally.
 - Use good body language and communication skills. Look the interviewer in the eye, sit up straight and don't slouch, don't fidget, and respond to questions clearly and directly.
 - Avoid the "no-no" topics – religion and politics. Also avoid using off-color language and references, and don't tell any jokes that could be offensive in any way.
- **Don't be negative.** Everyone has had a negative experience with an employer before, but you don't want the entire tone of your interview to be negative. If the interviewer asks why you left a position, and it was because of personality conflict or some other negative reason, often the best answer is to simply say "I left to pursue another opportunity." It's OK to be honest, but don't dwell on the negative aspects of what happened.
- **Arrive prepared.** Bring a couple of clean copies of your resume, list of references, work samples (if appropriate), a pen and a notebook or portfolio in which to take notes. Bring directions to the interview and your contact's phone number, in case you get lost.