

# Overcome the Fears: Interview Skills

**Preparation:**  
Do Your Research

**The Interview:**  
Be Cool, Calm, & Confident

**Post Interview:**  
Evaluate

**START**

<p><b>WAIT PATIENTLY</b></p> <p><i>Don't be late.</i></p>	<p><b>SMILE</b></p> <p><i>It's your best accessory.</i></p>		<p><b>INTRODUCE YOURSELF</b></p>	<p><b>FIRM HANDSHAKE</b></p> <p><i>Shake, smile and meet eyes.</i></p>	<p><b>ELEVATOR PITCH</b></p> 
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- ❖ Acknowledge your self worth
- ❖ First impressions are determined by the way you dress, act, and walk through the door
- ❖ Evaluate and Assess
- ❖ Build your network

*Start Strong*

*There's never a second change to make a first impression!*

**Interviewing Tip #1:**  
*Keep a marketing journal of all your projects and accomplishments.*

**Interviewing Tip #2:**  
*Practice answering potential interview questions on your own to help calm your nerves and sharpen your interviewing skills.*

**Interviewing Tip #3:**  
*Be confident, not arrogant...you know you are good, but admit to challenges; give credit to others.*

**Interviewing Tip #4:**  
*Always Ask Questions or else you may have a missed opportunity on your hands.*

**Interviewing Tip #5:**  
*Conducting and recording a post-interview evaluation will help you identify any work needed and continuously develop your skills.*

<p><b>F O C U S O N S U C C E S S</b></p>	<p><b>ELEVATE YOUR SKILLS</b></p> <p><i>Honesty is the best policy.</i></p>	<p><b>BE CONFIDENT</b></p> <p><i>Tell your mind you possess the skills.</i></p>	<p><b>SIT UP STRAIGHT</b></p>
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*Finish Strong*

 <p><b>ANSWER ALL QUESTIONS</b></p>	<p><b>LISTEN CAREFULLY</b></p> <p><i>Two ears, one mouth.</i></p>	<p><b>GIVE PAUSE</b></p> 	<p><b>ASK QUESTIONS</b></p> <p><i>Don't forget to give thanks!</i></p>
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**FINISH**