

# 6 SIMPLE INTERVIEW SUCCESS TIPS

Listen, I know that preparing for an interview can be overwhelming and frustrating. There's a lot to do and it's not always clear what needs to get done.

And if you do it wrong, you can find yourself nervous in your next interview and taken by surprise by certain interview questions.

Good news: This email is here to help.

While I don't have room here to help you with answering all interview questions below are 6 easy ways that you can seem more confident and comfortable in the interview process:

1) Have a written copy of the name of your contact person.

It's 5 minutes before your interview. You walk up to the security desk or to the receptionist, and they say, "Hi, who are you here to see?"

And you have no idea the name of the person, or can't seem to spell this person's name. Worse, the person at security doesn't know either. Writing down the name and having the proper spelling will at least make sure you get in the door.

2) Be nice to the receptionist.

That person at the front desk, who seems to know everyone's name when they walk by, could make one comment and put your future job at jeopardy. So remember to be nice.

3) Wash off clamminess, sweat and oil.

Yes, I think the handshake sometimes is talked about too much. But you don't want someone to give you funny looks because your hand felt weird.

If you're one to have sweaty, clammy, cold or oily hands, before your interview, go to the bathroom and wash your hands with soap and warm water. Then dry them well.

4) Be positive during your interview.

Why is cranky old Scrooge all alone? In part, because people don't like those who whine, complain or talk badly about themselves and others.

Even if your boss was a total jerk, don't say anything negative about them. Your prospective next boss may worry you'll do the same when their back is turned.

5) Don't sweat the small stuff.

Sometimes when people prep for an interview, they read blogs on what the best body posture is, how to fold your hands, and how much eye contact is the right amount, etc.

If you paid attention to all these things during your interview, you'd go crazy. So don't worry about them if they make you nervous.

If you stay engaged in the conversation, your body will follow.

6) Send each person an individual thank you note within 12 hours.

The world keeps moving faster, so the old 24 hour response time can feel too slow to some people.

Send an email because it's faster, and also a hand written card if you want to appear thorough and thoughtful.

Get a business card from each person you interview with, so you have their contact info. A personal note can remind the interviewer(s) how you connected.