

# Ten Tips for your Next Business Interview



## **1. Research the Company**

Take note of the company's mission, values, and position description. Platforms such as Google, LinkedIn, Glassdoor and the company website are all great resources.

## **2. Arrive 10-15 Minutes Early**

Arriving early will show the employer that you are eager, excited, and prepared. The interview starts the minute you enter the parking lot.

## **3. Business Attire**

Demonstrates professionalism, dedication, and eagerness. Check out the Clemson Career Closet for clothing pieces that you can keep.

## **4. Speak with Confidence!**

Be confident in your abilities and what you can bring to the table. People remember how you present yourself.

## **5. Make a Positive First Impression**

Offer a firm handshake, be confident, relaxed, and maintain eye contact.

## **6. Bring Extra Materials**

Such as: copies of your resume, an extra pen, and paper.

## **7. Be prepared to Answer Multiple Types of Questions**

Research questions that pertain to the job title. Also remember that you can talk about transferable skills from your previous roles.

## **8. Have 3-4 Questions Prepared**

Questions should pertain to the company, position, and industry relevance.

## **9. Take Notes During the Interview**

You can refer back to your notes and address any important topics you discussed in the thank you letter.

## **10. Send a Thank You Note Within 24 Hours**

Send a email thanking the interviewers for taking the time to speak with you.

Within 24 hours also send a hand written note to add a personal touch.

