

14 tips to ace your next job interview

You've written an amazing resume and got an interview. Congratulations! Now for the hard part – the actual interview. Interviews can feel impossibly difficult if you're not prepared. Follow these tips and you're sure to have a great interview...and hopefully get the job!



1. Be prepared. It may seem like a no-brainer, but the best advice is to be prepared. Know who you're interviewing with and be well versed about the role. Use LinkedIn, the company website, Glassdoor, etc. to learn about the company. And use LinkedIn to check out the profile of the interviewer to gain insight into their background as well.



2. Dress appropriately. Dress one step above the company's everyday attire. For example, if you are interviewing with a company that wears shorts and flip flops, you would want to wear business casual.



3. Get specific. Be prepared to talk specifically about your experience and work. For example, hiring managers want to know your numbers if you're in sales. Be able to talk about how you contributed to the company's overall financial goals. The company wants to hear what YOU did, not what the team did.



4. Be consistent. Make sure everything – your LinkedIn profile, your resume and what you say in your interview – all match. Otherwise, you risk looking dishonest and/or disorganized.



5. Get there early. Arrive 10-15 minutes early to make sure you're on time. Things happen, so allow extra time for the unexpected such as traffic, parking snafus, getting lost, etc.



6. Keep it clean. Don't badmouth your existing company. It's just in poor taste.



7. Have questions ready. Go into the interview with an idea of what you want to ask about the company, the role, etc. The interview is for you to gain knowledge about the company, too. So, in a way, you're interviewing the company as well. And try to avoid asking a list of cookie-cutter questions at the end of the interview. Make your questions flow naturally with the conversation.



8. Don't overshare. Be transparent but don't give away too much information. For instance, don't talk about your most recent trip to the bar or other overly personal things happening in your life.



9. Shake hands. Stand up to shake the interviewer's hand if you're sitting when they come in to meet you. And don't be a dead fish hand shaker, but don't squeeze their hand until it's purple either.



10. Keep it confidential. If you're interviewing while working, be selective about who you tell. If your company finds out, it could give them an excuse to fire you. And make sure the company you're interviewing with knows to keep it confidential as well.



11. Be professional. You're there for a job interview, not to make besties. So, act professional at all times.



12. Be aware of scents. Some colognes and perfumes can be overpowering, especially to a person that is sensitive to smells. You don't want your interviewer's nose to be running profusely during the interview because you decided to load on the cologne.



13. Mind your cell phone. Know if your cell phone is on or not and turn it to vibrate. And DO NOT check it in the middle of the interview. It is extremely rude and whatever it is can wait for you to get out of the interview.



14. Tell them you want it. Just because someone interviews doesn't mean they really want the job. There's nothing wrong with saying you're excited about the position and you'd really love to have it! A company is more likely to hire someone who tells them they want the job than someone who doesn't say it and just assumes they know.