

# Top 10 Tips For a Successful Job Interview



- ☐ Give a firm handshake, smile, and eye contact. First impression always count.
- ☐ Know the business nature of the company, always be prepared.
- ☐ Don't beat around the bush, answer questions directly.
- ☐ Relate your strength to the qualities the interviewer is looking for.
- ☐ Be positive, no bad-mouthing Of your previous/current employer.
- ☐ Control your body language.
- ☐ Expect the unexpected, always stay relaxed and be in control.
- ☐ Develop rapport with the interviewer.
- ☐ Clarify anything you are unsure of.
- ☐ Leave an impression after the interview ends. Ask for the interviewer's business card, send a thank you email after that.