



Interview Tips

Many interviewers make up their minds about candidates in the first few minutes of meeting them. HRI wants to ensure your first impression is the right impression.

Here are a few tips to help you have a successful interview

Punctuality is Essential

Be on the safe side and leave early. You never know when traffic will provide an unexpected obstacle. Make a habit to arrive 15 minutes early. This will allow you the opportunity to compose yourself, gather your thoughts and prepare to make a winning impression.

Dress Appropriately

Dress for the job. Remember your first impression is important. Ask for advice from your friends, family and HRI consultant. Make sure your outfit is clean and pressed. You will never be penalized for overdressing.

Be Prepared

Never assume the employer has all the information they need. Be prepared with at least 2 copies of your resume, reference information, completed application (if necessary) and pen and paper.

Gather Facts

Employers are happy to meet applicants who have an interest in their company and the job they are applying for. Before your interview take time to review the job description, review the company website to familiarize yourself with the business, prepare questions for your interviewer and most importantly know the correct pronunciation of your interview's name.

Eye Contact is Key

Eye contact during the interview is fundamental. Proper eye contact is a sign of respect, shows you are paying attention to the interviewer and that you are interested in the conversation or topic at hand. If your interview is in front of a panel of people address all of them with your eyes.

Send a Thank You Note

Take the time to write out a personal thank you note to the interviewer. Thank them for their time, highlight key points addressed during your interview and make sure to indicate your interest in the position.