

## **Before the Interview**

**CAPITAL CAREER CENTER, BEAVERTON, OR**

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### **Research the Organization & Industry**

Researching a company and industry will enhance your job opportunities. Here are some suggestions to get you started.

- Network! Talk to people who know about the organization or industry.
- Use the Resource Room at the CAPITAL Career Center
- Familiarize yourself with the OR. Employment Department and web pages (OLMIS, [workinginoregon.org](http://workinginoregon.org).)
- Community Resources: Chamber of Commerce, business associations, Public Library, College Library, Web pages, Directories

### **Dress for Success**

- Dress professionally, business casual or a suit depending on the job. Personal grooming should be neat and clean.
- Dress to fit the industry and organization.
- Avoid distracting jewelry, unusual ties, bright-colors, revealing clothing.
- Avoid strong scents: cologne, perfume, cigarette smoke, alcohol.

### **Know how to get to the interview site**

Ask for directions when you schedule your appointment... then double check. Take a dry run on a similar day to learn traffic patterns, travel time and parking. Some web sites for **Driving Directions** - [www.mapquest.com](http://www.mapquest.com), [www.mapblast.com](http://www.mapblast.com), [www.yahoo.com](http://www.yahoo.com) or the Thomas Guide. **TRI-Met** – 503.238.7433 or [www.tri-met.org](http://www.tri-met.org).

### **Make a great first impression with everyone you meet**

It is true. You only get one chance to make a great first impression. A bad first impression will be your last impression.

- Written First Impression: cover letter, resume, application and email correspondence needs to be grammatically perfect and visually pleasing.
- Telephone First Impression: scheduling interviews, follow up calls - use your best professional speech. Monitor your use of slang and sounding too informal.
- In Person First Impression: dropping off an application, site tour, career fair, informational interview – dress appropriately, greet people courteously, smile.

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| <p><b>Be Prepared! Know your work history, information about the organization and industry, practice interviewing and feel comfortable speaking to interviewers about your skills. <i>Be ready for anything!!</i></b></p> |
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