Take extra copies of your resume.

Take something to take notes on - a ipad, notebook anything that you can write down names and notes. Just be sure it is not too bulky.

Positive attitude.

Dress appropriately. Make sure cloths are clean, ironed, no button is

missing or torn.

If you have tattoo or body piercing make sure your cloths hides them. Not everyone appreciate extra body decoration.

If you color your hair, make sure it is a common color.

Brush your teeth, comb your hair, and take a shower if possible.

Use deodorant.

Cologne, perfume must not be very strong.

Running shoes, T-shirt and shorts are not advisable.

Eat before you leave home. Empty stomach or too full stomach is not advisable.

Do not discuss or think of any subject that may distract you.

Arrive early.

Take care of you washroom necessities before interview.

Say hello to everyone (guard, receptionist, secretary etc.).

Bring any certificate, which you think interviewer may want to see.

Bring extra copy of your resume, reference letter or list.

Tips About During Interview

Be yourself and smile. Do not try to be someone else or lie.

Be confident or at least show it (it is very natural to be nervous). A warm smile, firm hand shake, eye contact, and good posture all counts.

Do not sit until you are offered a chair. Sit upright, look alert and interested at all times.

Do not bring any food or beverage with you. Do not bring friends or parents.

Avoid distracting gestures or making too many hand gestures.

Listen carefully before you answer. If you are not sure about the question,

rephrase the question in your own word and clarify it. However, do not make the interviewer repeat questions too many times which may work adversely.

If you don't know an answer, just say so politely. No one expects you to answer all the questions, however a wrong answer may harm your chance. If you feel that you have made a mistake, or said something you wish you haven't, you can address it directly.

Do not answer before the interviewer finishes his/her question.

Speak clearly and avoid "uh", "you know", and slang.

If there is more than one interviewer, address all of them, not just the person who asked most of the questions.

Do not argue or try to prove the interviewer is wrong.

Avoid answering with "yes" or "no", elaborate and answer to the point. If you have completed some class work or project on the subject of question, mention it. (This may generate more questions on that subject. You may impress them with your knowledge in that subject or you may expose yourself if you lie).

Stress accomplishments. Do not bore interviewer with unnecessary details. Do

not lie or exaggerate about your experience.

Ask questions wisely, your question may generate more questions.

Do not talk about your bad experiences or weaknesses voluntarily. This is not the time or place to bring them up. If they asked about it answer them in a less damaging way.

Again be yourself and smile

Tips About Mistake Candidate Makes

Bad appearance or presentation.

Poor expression of thoughts, including incorrect grammar.

Not sure about job position or not prepared for the

interview.

No confidence or lack of interest.

"I know everything" or "better than you" attitude.

More concerned about salary and benefits.

Speaks bad or negative about one's previous employer or

anyone else.

Immature or non-courteous, overaggressive or overbearing.

Poor Attitude.

Arriving late without informing before the interview.

Failing to Listen.

Inconsistency in answers.

Tips About Question To Ask

Ask questions to show that you did some research about

the company.

Ask about the job position, what is expected from the

candidate, etc. If you have required skill you can

mention it now and sell yourself.

If there is one interviewer, ask about his/her position

and show genuine interest on what ever is said. People

like to talk about themselves.

Ask question to show your interest in the company.

Do not talk about salary or benefit, unless they start.