

10 Important Interview Tips

1. Do Your Homework

Research the company beforehand so that you can showcase relevant knowledge during the interview. This will boost your credibility and help you formulate intelligent questions to ask the interviewer.

2. Know Where You Are Going

Make sure to find out where the office is and how to get there. Do you know how long the trip will take? Do you have the name and telephone number of the interviewer? Do you know how easy it is to find a space in the parking lot? Save yourself time and unnecessary stress by knowing these things before going to the interview.

3. Look the Part

Your clothing should be neat, pressed and professional. It can be difficult to know the culture of the office environment beforehand, so err on the conservative side. Even if everyone is wearing jeans when you arrive, you are still better off wearing a suit. However, do not be afraid to inject some personality into your appearance, and do not neglect the details. Make sure to have a fresh haircut and clean, manicured fingernails. Refrain from wearing overpowering cologne or perfume.

4. Rehearse Beforehand

Hiring managers at Raytheon conduct behavioral-based interviews and ask questions that are directly related to the position you are applying for. The questions focus on the situation, response and outcomes of your previous career experiences. Conduct a mock interview with a trusted friend as practice.

5. Secure Your References

Find at least three key people — former supervisors, colleagues or instructors — who are willing to serve as your professional references. Be sure to secure their permission beforehand, and be certain that they will speak highly of you if contacted by a potential employer.

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6. Arrive Early

Be sure to arrive at least 15 minutes before the interview. Visit the restroom and check your appearance in the mirror. Announce yourself to the receptionist to let him or her know that you have arrived and that you have an appointment. Turn your cell phone off so that it does not ring during the interview.

7. Bring Necessary Documentation

Make a checklist of documents that you will need for the interview, and make sure that you have them in your briefcase before leaving home. These documents may include extra copies of your resume, a passport, a driver's license, a Social Security card, and a portfolio of writing samples or other professional work. If you are a recent graduate, you should also bring your college transcripts.

8. Sell Yourself

The interview is your chance to shine, so now is not the time to be humble. Develop a 30-second sales pitch that sings your praises. In business this is called an elevator speech and is a compelling overview of why the employer should choose you. It can be recited in the time it takes to ride in an elevator. It should include your strengths, your abilities, and what sets you apart from other applicants.

9. Ask Questions

Based on your earlier research, ask how the responsibilities of the open position relate to the company's goals and plans for the future. Interviewers are often favorably impressed by candidates who show that they are knowledgeable about the organization.

10. Follow Up

After the interview, do not forget to send a handwritten note or a friendly e-mail thanking the interviewer for his or her time and consideration. This restates your interest and commitment to the position. If you do not hear anything after one week, call to politely inquire when they will be making a final decision.

Remember to keep this in mind: Every interview is a valuable learning experience. Even if you do not get this particular job, you will be better prepared and more at ease with the process when the next interview rolls around, which can go a long way to boosting your confidence and improving your chances of being offered the next job. Good luck!

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