

Job interviewing never seems to get any easier - even when you have gone on more interviews than you can count. You are meeting new people, selling yourself and your skills, and often getting the third degree about what you know or don't know.

Here are job interview tips to help prepare you to interview effectively. Proper preparation can help alleviate some of the stress involved in job interviews and the more you prepare, the more comfortable you will be interviewing.

Phone Interview Etiquette

Phone interview etiquette is just as important as in-person job interview etiquette when it comes to getting hired. That's because, regardless of how you interview, a successful interview will get you to the next stage of the hiring process.

Practice

Practice answering interview questions and practice your responses to the typical job interview questions and answers most employers ask. Think of actual examples you can use to describe your skills. Providing evidence of your successes is a great way to promote your candidacy. Also have a list of your own questions to ask the employer ready.

Research

Prepare a response so you are ready for the questions. What do you know about this company? Know the interviewer's name and use it during the job interview. If you're not sure of the name, call and ask prior to the interview. Try to relate what you know about the company when answering questions.

Get Ready

Make sure your interview attire is neat, tidy and appropriate for the type of firm you are interviewing with. Bring a nice portfolio with copies of your resume. Include a pen and paper for note taking.

Be On Time

Be on time for the interview. On time means five to ten minutes early. If need be, take some time to drive to the interview location ahead of time so you know exactly where you are going and how long it will take to get there. Here's more on preparing for an interview.

Stay Calm

During the job interview try to relax and stay as calm possible. Take a moment to regroup. Maintain eye contact with the interviewer. Listen to the entire question before you answer and pay attention - you will be embarrassed if you forget the question!

Show What You Know

Try to relate what you know about the company when answering questions. When discussing your career accomplishments match them to what the company is looking for. Here's how to make a match between your expertise and the company's requirements.

Follow Up

Always follow-up with a thank you note reiterating your interest in the position. If you interview with multiple people send each one a personal thank you note. Send your thank you note (email is fine) within 24 hours of your interview.

Avoid Common Interview Mistakes

What shouldn't you do when interviewing? Here are the most common job interview mistakes, blunders, and errors a candidate for employment can make. Take the time to review these mistakes before your interview, so you don't have to stress out about blunders after it. [More Job Interview Tips](#)

Job Interview Tips, by Alison Doyle