



## *Best Practices for Job Seekers*

**Customize your resume** for each job position; Edit, edit, and edit some more. When it comes time for the interview, always bring extra copies just in case there is a panel.

**Establish a dedicated email account;** one that won't be offensive or make you sound unprofessional.

**Rehearse.** Do what you hated to hear in school: Practice, Practice, Practice. An applicant who comes across as poised and well polished, stands a better chance of securing the job over other applicants. Don't trip over your words; know what you are going to say.

**Research the company** that is interviewing you and learn as much as you can; employers are impressed when job seekers take time to research the company. (If possible, learn about the individual(s) who are conducting the interview.)

If you are given a choice of interview times, **pick the time of day that you feel your best** and most confident. Be sure you are well rested, relaxed and confident.

**Dress for Success;** always go with a professional look.

**Develop a firm handshake;** Not limp and not like Arnold Schwarzenegger.

**Brush up on your etiquette.** You may have a lunch/dinner interview. Take an etiquette class or read a book on professional etiquette to learn what to do and not to do.

**Many employers view body art (tattoos, non-traditional jewelry) unprofessional.** Employers are seeking out an applicant who can represent the company at meetings, recognitions, business deals, etc.

**Sell yourself but don't brag or talk too much.** Interviewees who talked too much are viewed as being unprepared and nervous.

**Ask questions during the interview;** write down your questions before the interview. (Such as "what is your company's long-term goals? What is your retention rate? Could you please describe a typical workday? etc. ) Don't be afraid to take notes during the interview just in case your questions get answered during the process. Remember you are interviewing the company just as much as the company is interviewing you.

Be assertive; **ALWAYS send a thank you note to your interviewers.** Take this last opportunity to sell yourself again. Tell them something you may have forgotten to mention in the interview.

**Arrive 10-15 minutes before your interview.** Take reading materials to give the impression you always use your time wisely. Employers don't like to see job seekers sitting idle or making small talk that distracts their receptionist.

**Be aware of your body language.** Do not slouch; good posture projects energy and enthusiasm. Make eye contact with all interviewers, not just the one asking the questions.

**Be honest;** if you are hired, your dishonest answer could come back to haunt you.

**Don't be presumptuous;** don't ask about vacation, salary, or other benefits. You can ask those questions later if they make an offer.

Don't say anything negative about past employers; **be positive and professional.**

**Listen to the questions;** don't interrupt or assume what is going to be asked.

After the interview, **evaluate yourself.**

You never get a second chance to make a first impression – **be your best.**

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