



**Job Placement Office**  
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### **How to Calm Job Interview Jitters**

You are not alone if you become a nervous wreck before a job interview. One way to help you through the interview and get the job offer is to prepare. Interviews are like most things in life... you get better with practice. Here are some great tips from Larry Buhl who prepared them for Career Builder.

### **The Interviewer Has Needs Too!**

The interviewer needs to fill a vacancy. He or she wants the interview to go well so he or she can get back to the main job. Their own job may be at stake if the new hire doesn't succeed.

### **Preparation is Key**

Think about the job and try to think of questions that someone might ask you about that position. Ask a friend to ask you those questions so you can practice your answers. Many interviews begin with a simple question: tell me about yourself. Always have two things about yourself that you can talk easily about with the interviewer. Planning in advance what you will say will help you feel at ease when this question is asked and set the tone for a more relaxed interview.

### **Other Common Questions**

- what are your best and worst traits
- what do you like most or least about your previous job
- why do you want to work here

### **Learn and Listen**

- Learn as much about the company as you can before you arrive for the interview. When you arrive, speak pleasantly to the receptionist. An off-the-cuff remark about candidates is often made to interviewers so you want to make a good impression on the first person that you meet in the company.
- Listen carefully to the interviewer's questions. Be sure you understand a question before you give an answer.
- At the conclusion of the interview, most interviewers will ask if you have any questions. You can always ask what the timeframe for filling the position is or if you have a specific question, ask it. This way the interviewer will know that you are engaged in the process.

### **Finally, a Strong "Thanks!"**

When the interview comes to a conclusion, be certain that you look the interviewer in the eye, extend your hand for a handshake, and say "Thank you".