



## Job Interview Skills... First Impressions



**Dress the Part...** With any organization, the way to dress is the way you would dress if you got the job. If you don't know what that is, ask. If you can't get any information on the company's style of attire, dress a little more formally than you think you might need to.



**Be on Time or Arrive Early...** If you're not on time for your interview, the game is over. Arriving early allows you to take a few deep breaths, organize your notes, refresh your memory on a few points that



**The Handshake is Critical...** The interviewer starts forming opinions from the moment the two of you shake hands. No kidding. And by the way, that handshake is critical. Here's how to do it correctly:

1. Look the interviewer in the eye as you offer your hand.
2. Shake his or her hand firmly ... but not like a vise.
3. Smile and say something enthusiastic like, "Hello Mr. Smith, it's great to meet you!"

## Impact Statistics



Impressions are formed within the first 7 to 17 seconds of meeting someone.

During face to face meetings, 93% of peoples judgements of others are based on non verbal signs like Body language.



In a survey of 2,000 managers, 33% claimed to know whether or not they would hire someone within the first 90 seconds.

### How Are First Impressions Formed?

**55%**

The way you dress, act, and walk thru the door.

**38%**

The quality of you voice, grammar and confidence.

**7**

The words you choose to say.



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## Seven ways to make seven seconds count...



Dress professionally. A well groomed appearance and appropriate dress matters.

Command a presence. Shake hands, mind your Posture and make eye contact.



Use your interviewer's name in the first few seconds; people love the sound of their name. This will help illustrate your interest, too.

Bring supplies.

A pen, a notebook and a couple copies of your resume. Keep it simple, don't overwhelm your interviewer with a lot of print outs.



Attitude is everything! Use your manners, be polite, inquisitive and positive.



Always arrive 5 minutes early and be ready. Please note, your interview

Know your elevator speech. Be able to talk about yourself with ease. Speak concisely and



begins the minute you walk thru the door. Make every second count.

**"You will never get a second chance to create a first impression." - Will Rogers**

## Dress for Success!

### What to do...

- ◆ Wear a professional outfit that helps you stand out.
- ◆ Most of the time the "outfit your parents like" is the best choice.
- ◆ Always keep a outfit ready for last minute interviews.
- ◆ Business Casual dress will often work. Khakis or trousers with a tucked in polo or button down shirt.
- ◆ Wear appropriate shoes.

### What not to do...

- ◆ Do not dress as if you were going out to hang with friends.
- ◆ Avoid extreme hair styles or colors.
- ◆ Do not wear high heels, flip flops, sandals, or sneakers.
- ◆ Do not wear jeans, shorts, tank tops, or cropped tops.
- ◆ Do not wear anything low cut or shorts, skirts or dresses that are too short.

Career Infographics provided by:



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**YOUTH CAREERCONNECT**  
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