



**The Pikes Peak  
Learning Company**  
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**Peak Mastery**

Toll free 866.471.4285

## ***Interview Success and Follow Up***

**How to conduct yourself in the interview, then follow up after to get the job.**

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### **Top Ten Tips for a Successful Interview**

**To succeed at any job interview, you should:**

- A. Prepare for the interview,
- B. Conduct yourself well in the interview,
- C. Follow up after the interview.

**Here are the top 10 ways to succeed. Describe why you think each of these are important.**

**1. Prepare by thinking about what questions you might get asked**

**2. Prepare by writing down the questions you want to ask**

**3. Be clean, dress well, and present an attractive appearance**

**4. Arrive at the interview 5 minutes early**

**5. Introduce yourself, use a firm handshake, maintain eye contact**

**6. Listen, show interest, nod, ask questions, be engaged, SMILE**

**7. Ask your list of questions and take notes**

**8. Ask about the next steps and agree on follow up (who will call whom, and WHEN?)**

**9. Shake hands, thank them, and repeat the agreement on follow up**

**10. Follow through on the agreed follow up, on the agreed day**

**BONUS: Write and send a thank you letter or email. *Click Sample Letter for a sample***

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### **Create a Thank-You Letter**

You'll stand above the crowd if you send a personal thank you letter after the interview.

**→ *In the Online Course, download the Sample Thank You Letter. Open it on your PC or print it to create thank you letters for your job interviews.***

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### **Practice Interview**

The best way to get better and more comfortable with an interview is to **practice**.

**→ *In the Online Course, download and print the Practice Interview Form.***

Find a partner. Take turns doing the practice interview. Remember to be enthusiastic and *act like you want it!*



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