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TIPS FOR A SUCCESSFUL INTERVIEW

Making the best possible impression is extremely important when seeking employment. First impressions are lasting impressions. As a potential **LADDER** participant, expectations are great.

1. Always be early for an interview. **It is recommended that you arrive at least 15 minutes early before the interview.** This gives you the opportunity to review notes, check your appearance and relax.
2. Turn off cell phones. No ear pieces. If someone needs to reach you they have the option of calling you back.
3. Be well groomed for an interview. (Hair should be well groomed and neat, no abnormal hair colors, trim beard and or mustache, shave, and shower)
4. Do not wear too much perfume, cologne or aftershave. Make-up should be minimal with lipstick and nail polish in conservative tones.
5. Dental hygiene is really important. A winning smile can make the difference. (Brush teeth, tongue and gargle with mouthwash).
6. Do not smoke before any appointment with a LADDER Case Manager or before a job interview. (Cigarette smoke lingers and can be a deterrent from actually getting hired.)
7. Dress appropriately. Make sure clothes are clean, neatly pressed, no denim, no khaki, not too tight or too big, no night club attire, no mini skirts, no visible tattoos, and no visible body piercing (mouth, nose, lips), earrings are okay. Cover all private body parts.

YOU HAVE CHOICES AND SO DOES AN EMPLOYER WHEN HE/SHE IS LOOKING TO HIRE.

PROFESSIONALISM IS THE KEY TO SUCCESS!!!!