

Tips for a Successful Interview

What you should and should not do:

Wear the right clothes. The interview is an important day for you. Your clothes can show that you understand this. You should wear nice, clean clothes. **Don't** wear dirty or casual clothes, like tank tops or shorts. Also **don't** wear clothes that show too much of your body.

Look your best. Take a shower and wash your hair. Men should shave. Women should not wear too much make-up or perfume. Also, **don't** chew gum or smell like smoke.

Know where you are going. You should know the address, directions, how long it will take to get there, and where to park.

Be prepared. Have all your papers organized and ready.

Arrive early, but not too early. Plan to get to the office 10-15 minutes before your appointment.

Show the officer respect. Look the officer in the eyes and have a friendly face. Smile and shake hands. The officer might try to make "small talk." Talking with the officer is friendly. You can show the officer that your English is good.



Keep good eye contact. "Eye contact" means looking the officer in the eyes. This shows the officer that you want to answer his questions. It shows that you are honest. **Don't** look at the floor all the time. If you don't look at the officer, he might think you are lying.

Sit still in your chair and sit up. Don't move around a lot or sit low in your chair. Sitting up will make you look confident. It also shows that you know the interview is important.

Answer all questions you are asked.

Ask a question if you don't understand. You can say, "I'm sorry, could you please repeat that?" or "I don't understand. Could you please explain that?"

Always tell the truth. It is very important that you are honest in your interview. If you are not, you could get in serious trouble.

Be confident. You might be nervous, but try not to act afraid. This is an important day for you. You will do well if you are prepared and honest. Try not to worry!