



*Sapphire*  
Training & Consulting

For Immediate Release

Media Contact

Jennifer Streeter

602-622-2263

[jennifer@following2leading.com](mailto:jennifer@following2leading.com)

## Have Great Career Advice?

---

For job seekers today, brushing up on your interviewing skills and preparation for the actual interview is essential. If some time has passed since you interviewed here are some ideas to keep in mind.

1. Eye contact during an interview is important. This person interviewing you will be assessing you on your body language and how well you make eye contact with the others in the interview room.
2. Make sure you have researched the organization prior to the interview. Most companies today will want to know that you made an effort into finding out about whom they are before you come to the interview table.
3. Try not to leave the impression that you are applying for the position to save the organization. Make sure you discuss how your skills would be a compliment to existing staff.
4. Dress up for the interview. It is critical that you come dressed to impress. Wearing jeans, t-shirts and flip flops is not appropriate when you are interviewing for a job.
5. Do not answer your cell phone during the interview. Answering your phone will send a signal to the person interviewing you that you are not serious about the position you are applying for. The best idea is to leave the phone in the car.
6. A follow-up thank you note will set you apart. This is an idea that few people still use today but will go a long way to leaving a lasting impression. It is appropriate to send it via standard mail or e-mail.

I have interviewed thousands of potential employees in my career both as a leader of people and as an HR professional. These are some areas that I have seen people forget to do or leave out as part of their job seeking process which has hurt their opportunity to secure a position.

###

Jennifer Streeter has spent the past twenty years managing, coaching, and leading employees in a variety of working environments from government to *Fortune 500* organizations. She worked her way up from front line positions through managerial roles and into executive level positions. Her experience with Human Resources provides her with a unique insight on balancing practical business application and legal perspective to keep managers from making unnecessary and costly mistakes.