

# Tips for Interviewing in Person

## Tip #1 - Dress Appropriately

- Wear professional business attire with an emphasis on safety. Avoid high heels, open-toed shoes, flip-flops, or tennis shoes, and steer clear of distracting fashion choices.
- Present yourself in a manner consistent with the USPS brand you represent.
- Maintain good personal hygiene and refrain from wearing strong cologne or perfume.

## Tip #2 – Arrival and Items to Bring to the Interview

- Arrive 10 to 15 minutes early to create a positive first impression.
- Bring your USPS badge in case it is required for facility entry.
- If you have gathered information about the position or office you are applying for, organize it neatly in a folder. This can be helpful if you are asked about specific performance indicators, such as the National Performance Assessment (NPA) or the Chief Retail and Delivery Officer (CRDO) scorecard. Be prepared to present or discuss this data if necessary.
- If your interview includes a presentation, bring your computer, flash drive, and an HDMI cord if needed, especially for higher-level positions.
- Ensure your list of references is updated for each application, including current contact information. Select references who are familiar with your knowledge, skills, abilities, attendance, safety record, and other relevant qualifications or personal attributes specific to the position.

## Tip #3 – Silence Your Cell Phone

- During a job interview, you have a brief window to make a strong, professional impression.
- To demonstrate respect and focus, ensure your cell phone is completely turned off or set to silent before entering the interview room. Eliminating potential distractions allows you to fully engage and present yourself as the best candidate for the position.

## Tip #4 – Professional Demeanor: Smile, Handshake, and Eye Contact

- At the beginning of the interview, observe and follow the lead of the selecting official. If a handshake is offered, return it with a firm and confident grip. Apply this same approach at the conclusion of the interview. Remain standing until invited to sit, or until the official is seated. In the case of a panel interview, defer to the Chair's instruction.
- Demonstrate professionalism by smiling and maintaining appropriate eye contact throughout the interview. This conveys confidence, engagement, and a genuine interest in the position.
- Such nonverbal cues also indicate that you are personable, approachable, and possess strong interpersonal skills—attributes highly valued in any workplace setting.

- If interviewing with a panel, direct your responses to the individual asking the question, while making brief eye contact with other Board members when appropriate. This demonstrates respect and inclusiveness during your interactions.
- Adhering to these guidelines helps establish a positive and professional tone, reinforcing your suitability for the role.
- At both the beginning and end of the interview, continue to follow the lead of the selecting official regarding handshakes and seating. In panel interviews, always respect the direction provided by the lead interviewer.

### **Tip #5 – Discussing Previous Managers**

- When addressing questions about former supervisors or employers during an interview, maintain a neutral and positive tone. Even when discussing challenges or weaknesses, focus on the lessons learned and how you have grown professionally. Demonstrate honesty, integrity, and trustworthiness—qualities that are highly regarded. Your objective is to present yourself as a constructive problem solver and a valuable asset to any team.

### **Tip #6- Provide Concise Responses**

- Listen attentively to each question. If you are unsure about the interviewer’s intent, politely request clarification or ask for the question to be repeated. Ensure your answers are clear, concise, and directly address the question. Communicate your ideas effectively, speaking with appropriate volume and clarity.

### **Tip #7 – Connect Your Answers to Job Requirements**

- Remember, during an interview, you are showcasing both your personal qualities and your ability to fulfill the requirements of the position.
- Use specific examples to highlight solutions and results you have achieved in previous roles. This approach demonstrates that you possess the skills and expertise necessary to succeed in the position.

### **Tip #8 – Closing the Interview**

- Express appreciation to the interviewer for their time and indicate your interest in the opportunity. If a handshake is offered, respond with a firm, professional handshake. Leave a lasting, positive impression. Unless instructed otherwise, exit the interview area promptly.
- Make notes regarding interview questions that were unfamiliar or those you answered particularly well. These notes serve as valuable tools for future interviews. Familiarity with the interview style and types of questions enhances your preparedness for subsequent opportunities, whether with the same official or for similar positions.

## **Tip #9 – Follow Up After the Interview**

- Sending a brief, personalized thank you note by mail demonstrates professionalism and gratitude. Refer to a positive aspect of the interview if appropriate. Keep your message concise and focused. For example:
- “Thank you for the opportunity to interview for the position. I appreciate your time and consideration, and I am enthusiastic about the prospect of joining your team. I look forward to your response.”