

# Tips to ace your interview!



## Prepare

Research the specific division you are interested in working for! Pro tip: Explore all city divisions on our website by visiting [akronohio.gov](http://akronohio.gov).

## Dress Smart

You don't have to rush out to buy a new suit, but it's important to dress neatly. Opting for a dress shirt, polo, khakis, or dress pants would be ideal!

## Be Early

If you arrive early for your interview, it demonstrates eagerness for the job.

## Phone Off

Before you enter the interview, make sure your phone is switched off.

## Take Notes

During the interview, take plenty of notes that might be useful. This also shows the interviewer that you're fully focused on what they are saying.

## Ask Questions

Have at least 5 prepared questions, before the interview. Don't be afraid to ask questions - it's your opportunity to see if the internship is a fit for you!