(Kelly Anderson) The number one rule that I always say is, you know, do your research on the organization. Know who you're interviewing with, maybe, you know, do some internet research, ask your friends, ask your family because you really want to show and impress that interviewer by being prepared.

Besides dressing professionally, arrive 5-10 minutes early, make sure you know where the address is, maybe do a test run, drive by the office. Never arrive too early to make the interviewer uncomfortable but, you know, never arrive late. If you do need to arrive late make sure you call.

In addition to that, you know, you want to make sure that you're nice to every single person that you meet in the office, you never know if the hiring manager or the interviewer is sitting behind the desk answering phones while the receptionist or administrative assistant is out to lunch.

A lot of times the body language that you're going to sense, the energy, sometimes I go to the extreme to say whether you need to wake up and run around the building, drink some water, Mountain Dew, or, you know, Diet Coke, in my case, you know, to get that excitement. You want to make sure that you have that energy level. Firm handshake, I always say that tells a lot about an individual. I recruit a lot of sales folk, so that's important to me, is, you know, is that handshake, the eye contact and enthusiasm. You know, obviously we use Situation Task Action and Result, the STAR format, and behavioral based interviews, so you want to be prepared with a lot of examples, you know, because that first impression is really key.