

Name _____

Date _____

Interviewing

A successful interview may make the difference between getting the job you want and staying unemployed. An interview is the meeting at which you first meet an employer or a representative of the employer. Large companies often have personnel or human resources departments that are in charge of interviewing. The interview is where you make your first impression on the employer. The first impression should be good because first impressions are generally lasting impressions. Expect to be nervous for the interview. However, preparing for the interview and having a positive attitude can ease your nervousness.

Interviewing Tips

Before the Interview

- Give careful consideration to your clothes (they should be one step above what you would normally wear on the job).
- Have good personal hygiene.
- Review possible questions and your answers.
- Know where the interview will be held.
- Know something about the company or business.
- Take your resume, references, and pen in a folder or portfolio.

During the Interview

- Go alone.
- Arrive ten minutes early.
- Do not chew gum or have a mint in your mouth.
- Greet the interviewer by name, if possible.
- Introduce yourself, and thank the interviewer for meeting with you.
- Shake the interviewer's hand, and make direct eye contact.
- Remain standing until you are offered a place to sit.
- Have good posture.
- Refrain from fidgeting or playing with items.
- Smile.

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- Be polite.
- Be confident, but don't be a know-it-all.
- Listen carefully to each question, and answer appropriately.
- Give honest answers.
- Give thorough answers (more than "yes" or "no").
- Have a positive attitude.
- Talk about your strengths, skills, and accomplishments.
- Ask the employer a few questions about the job.

After the Interview

- Shake the interviewer's hand, and make direct eye contact.
- Thank the interviewer for his or her time.
- Ask when he or she will get back to you.
- Write a thank-you letter within two or three days.

Typical Interview Questions

- Tell me about yourself.
- Tell me about your last job.
- What did you like most and least about your last job?
- Why did you leave your last job?
- Tell me about your educational background.
- What did you like most and least about school?
- How did you hear about this job?
- Why do you want to work here?
- What are your goals?
- What skills could you bring to the job?
- How long do you plan to stay at this job?
- What is your biggest weakness?
- How do you turn your weakness into a strength?

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Questions to Ask the Interviewer

- What hours would I be working?
- What would my job duties be?
- What would a typical day be like?
- What training would you provide?
- What benefits does your company provide?
- When will you be making the decision about this position?
- Can I contact you if I have additional questions about the position?

Tips for Your Appearance

For Everyone

- Clean Hair
- Clean Hands/Clean and Neat Nails
- Clean and Ironed Clothes
- Clean Shoes
- Brushed Teeth
- Minimal Jewelry
- Light Aftershave or Perfume (if any)
- Wear Deodorant

For Men

- Button-Down Shirt, Nice Pants, and a Belt
- Nice Shoes and Socks
- Clean Shaven

For Women

- Conservative Dress (such as a skirt and blouse or nice pants suit)
- Light Makeup
- Nice Shoes