



INTERVIEW TIPS

BEFORE YOUR INTERVIEW

The interview is your opportunity to show the employer that you are the best person for the job.

- Do your research. Find out about the company, job, and salary range.
- Prepare 1-3 questions to ask the interviewer.
- Have extra copies of your resume ready.
- Take time to prepare an appropriate interview outfit and ensure you are well groomed.



Make a positive first impression!!

HANDSHAKE

To give the proper handshake make sure your hands are facing palm-to-palm. As you extend your arm slide your hand into the other person's hand until the palms touch. Give two pumps and release.



- Arrive at least 15 minutes early.
- Optional: Visit job site to determine location, parking, and travel time.

MORE INSIDE!



DURING YOUR INTERVIEW

- Don't chew gum.
- Relax, be yourself, and demonstrate self-confidence.
- Maintain eye contact with the interviewer.
 - When interviewing before a panel, direct your answers at the person asking the question and periodically glance over at other interviewers.
- Demonstrate good posture and mannerisms.
 - Not sure what to do with your hands? If you get nervous clasp your hands and place them on table or on lap.
- Make sure your voice is clear and controlled. Breathe and pause before answering a question.
- Be enthusiastic
- Don't speak negatively of a former employer.
- Ask questions about the job or company.
- Do not ask about salary until you have been offered the job.



SMILE

Make a positive first impression. Body language is key when interviewing. A natural smile will help you come across as friendly and approachable. The best way to produce an authentic smile is to think of something or someone that makes you smile.

CONFIDENCE

Part of making a positive first impression is to demonstrate self-confidence. This is not always easy when you are looking for a job. Give yourself a quick confidence boost by reading through your letters of recommendation. All the positives written about you will be fresh in your mind as you enter the interview room.



THANK YOU

AFTER YOUR INTERVIEW

- Thank the interviewer for his/her time; smile and shake hands.
- Thank the receptionist for his/her courtesy, and ask for the interviewer's business card for the thank-you card.
- Send a thank-you card within 24 hours of the interview.
- Once you have been offered a job, you can negotiate salary.



8 MOST OFTEN ASKED QUESTIONS

Would you tell me about yourself?

This opening statement requires only a brief reply. The interviewer is already familiar with your background through your application and resume. The interviewer is now asking for an indication of your self-confidence and your ability to handle yourself under pressure. Mention those things that you are most proud of and comfortable talking about; however, keep them job-related.

Why do you want to work here?

This question gives the employer an idea of what really matters to you. Did you bother to find out any information about the company? Employers want to feel special or “chosen”. Make them feel as if you have exercised discretion and good judgment in selecting them.

What are your strengths and/or weaknesses?

What an excellent opportunity to sell you skills! The employer wants to know that you recognize those areas in which you shine. Identify those personal qualities that make you special. Give examples of your accomplishments. The question regarding weaknesses is a chance for the employer to observe how you handle yourself under pressure. Don't bring up weaknesses that would cause an employer to question your job performance. Discuss a weakness that could be seen as strength in the area you want to

INTERVIEW FOLLOW UP

Keep in touch with potential employers. If you haven't heard from an employer after a week, call the company. A telephone call and thank-you card will remind the employer of you in a positive manner. A personal or typed thank you should include the following.

- 1.** Name, address, and title of interviewer. Example:
Mrs. Sandra Draper, CEO
ROP Inc.
3048 N. Tyler Ave
El Monte, Ca. 91731
- 2.** The body of your letter should consist of a quick thank you to your interviewer for taking the time to interview you. Include two to three sentences to remind your interviewer why you are the best person for the job.
- 3.** Close your letter by providing your contact information in case they have any further questions.



enter. For example, getting bored with repetitive tasks could be seen as a strength on a job in which one's duties are always changing. Mention to the employer how you are working to correct weaknesses. Turning negative into positive is a good rule of thumb.

Where do you see yourself in three to five years?

Employers ask this question because they are interested in goal-oriented people. Have some direction or goals in mind and be ready to talk about them.

How do you spend your spare time?

This question is posed to determine if you use your time constructively. Do not mention pastimes, which can be negative or boring connotations – shopping, watching TV, movies, etc. Describe positive or interesting activities. Good examples are sports, physical fitness, reading, education, or visits to museums.

How are you qualified for this job?

Why should I hire you? What can you do for me?

In this question, the interviewer wants you to explain how your background, experience, training, and personal qualities relate to the responsibilities of the job for which you are applying. You can answer this question by listing the qualification of the job. Show how you have proven that you met those qualifications of the job. Show how you have proven that you met those qualifications. Don't be afraid to add personal qualities in addition to the skills and abilities.

What did you like/dislike about your last job?

Mention some aspect of your previous job that you find similar to the position for which you are interviewing. Promote a personal trait of your by saying, "What I liked most about this job was having the opportunity to use my skills." Remember, a wise man once said, "If you don't have anything good to say, don't say anything at all".

Do you have any questions for me?

This is your chance to let the employer know that you are looking for the right place to put your skills to work. Remember that you are interviewing the employer as well as being interviewed. Some sample questions might be:

- Does the company have any plans for future growth?
- How would you describe a typical day on the job?
- Do you have any more questions about my qualifications?
- When do you expect to make a decision? Or, when can I expect to hear from you?

