

Interview Tips



1. Research the Company

When are they open? What types of jobs do they offer?

2. Why do you want the job?

Is it a job you have done before? Are you switching careers?

3. Anticipate Concerns and Reservations

Be able to answer questions about experience or gaps in employment without being too specific.

4. Prepare for Common Interview Questions

Go over the interview questions in the packet. What are your greatest strengths and weaknesses. Make sure you do not dive into specifics.

5. Have questions to ask

What does the day-to-day job look like? Is there a training period? Can you move up in the company?

6. Practice

Staying calm is key. Go over some answers before the interview. Look in a mirror. Do you look nervous? Are you speaking too fast?

7. Success in 5 minutes

Most interviewers make up their mind in the first 5 minutes. Be responsive, make good eye contact, have good posture. Appear interested.

8. Think Positive

Do not go into an interview thinking you will not get the job. Positive attitude helps with your outward appearance.

9. End on a Positive Note

No matter what, end on something positive. Thank you interviewer. Tell them you look forward to hearing back.

10. Bring a Copy of Your Resume

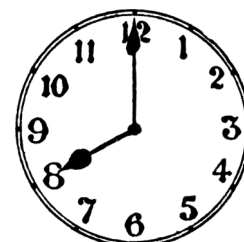
Make sure you are prepared with copies of your resume for the interviewer and for yourself.

After the Interview:

Sending a thank you note or email is the easiest and most convenient way to follow up

Ask an interviewer what to expect after the interview is over

Wait a week to contact the interviewer if you do not hear back.



PHONE INTERVIEW TIPS



Nowadays, a good résumé is really only a method of getting your foot in the door. Many jobs will request a phone interview prior to an in person interview, to gauge both interest and employability. Odds are, there are a lot of people applying for the position or at the company. Here are a few tips to keep your dialogue strong and reliable.

Prepare

Not all phone interviews are scheduled – this means you will need to keep your phone on hand and have a professional voicemail.

- 1) Make sure you are in a quiet location. If you are not, ask if you can call them back as soon as you are in a better location.
- 2) Make sure you know the company where you applied. What do they do? Know the position.
- 3) Make sure your phone is charged.
- 4) Have your resume on hand or know the dates of the places you worked.

Present Yourself.

- 5) Make sure you hear to the question correctly and know what is being asked.
- 6) Slow down. You want to make sure the person on the other end of the phone can hear and understand what you are saying.
- 7) Don't try to take control of the interview – all sources show those interviewees who dominate the phone interview fare poorly in comparison to their more restrained counterparts.
- 8) Make sure you drink water and stay hydrated to avoid coughing. However, do not eat while on a phone interview.

Sealing the Deal

Once you feel that the interview is wrapping up, you've got to make sure that you end on a positive note. Feel free to ask how long it will take for the company to decide if you'll be moving to the next step in the interview process or not and make sure to thank your interviewer.

- 9) After the interview, send a thank you note.

“Thank you for taking the time to speak with me on [day of interview]. I enjoyed our discussion and look forward to hearing from you soon.” You can include details regarding the company and interview, but make sure to keep it short and simple.