

SUCCESSING IN THE INTERVIEW



**BUSINESS ISSUES
MRS. KOHL**

Arriving at the interview



- Arrive alone
- Arrive on time (5-10 minutes early)
- Be prepared. Bring:
 - Extra copies of resume (reread over before interview)
 - Writing utensil
 - Notepad/paper
 - Your notes about company
- Interview starts when you pull into the parking lot

First impression of employer



- **Appearance!**
 - Well-groomed, trimmed/clean nails, clean teeth, neat hair
 - Guys: shave/trim facial hair, very little or no cologne
 - Girls: little or no makeup, very little or no perfume

Attitude



- Attitude counts in an interview
 - Most employers can teach you the skills needed for the job – they are looking for employees who are:
 - ✦ Enthusiastic
 - ✦ Who want to do a good job
 - ✦ Who pitch in to help solve problems



- **Be positive!**
 - Show you are eager to work and willing to learn
 - Be courteous to everyone you meet
 - Use a clear confident voice
 - Give firm handshake, smile and make eye contact
 - Use good manners
 - Wait to be seated
 - Do not place your items on the interviewer's desk

Speaking



- Listen carefully to the questions before answering
- Speak in clear English
- Give concise answers
- Speak at a moderate pace and loud enough to be heard
- Do not get defensive – keep emphasis on your skills
- Do not talk badly about other people (previous employers, co-workers, teachers, parents, etc.)

Ask your own questions



- Demonstrates genuine interest in the job
- Shows that you value your skills and want to make this job is a right fit for you

Thinking on your feet



- Role-playing – a situation in which you are asked to play a role in an invented situation and are evaluated on the skills you display
- Problem solving – using thinking skills to suggest a solution to a problem

Employers cannot ask:



- Questions regarding:
 - Age
 - Disabilities
 - Citizenship
 - Lawsuits
 - Marital status
 - Children (current or future plans)

Expect stress!



- Stress – mental or physicals tension that is the body's natural response to conflict
- Relax and be yourself!

Leaving...



- Thank the interviewer
- It's okay to ask when the decision will be made
- Thank everyone who helped (example: receptionist)

WHAT TO DO AFTER THE INTERVIEW



WITHIN 2-3 DAYS

Evaluate yourself



- Jot down some notes about what you did well and what things you need to work on
- May need to revise some answers to the questions in the interview

Send a thank-you letter



- One of the most commonly overlooked aspects of job hunting
- Shows professionalism, persistence and appreciation for the time the employer spent to interview you
- Brings your name to the employer's attention again
- Can be typed, hand-written, or emailed based on formality of interview