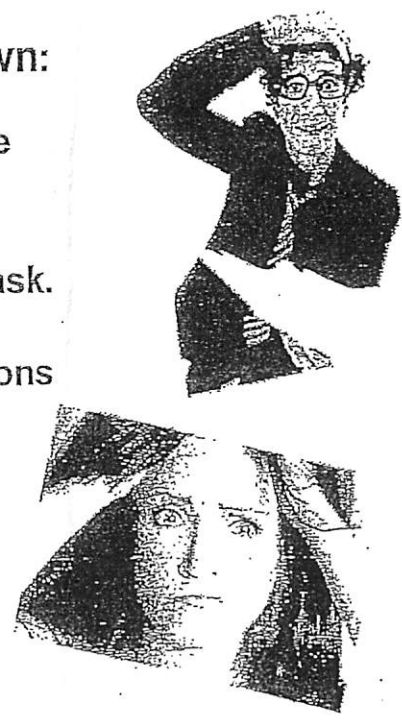


PREPARATION is the Secret to Success

Eliminate fear of the unknown:

1. Research the company before the interview.
2. Prepare GOOD questions to ask.
3. Anticipate the TOUGH questions they might ask.
4. Dress for SUCCESS!



1-Research

Find out as much as you can!

- Is there a company **web site**?
- What **products** do they make/sell?
- What **services** do they provide?
- What is the **history** of the company?

Shows Your Interest!

Shows You Do Your "Homework"!

2-Ask Good Questions

- What is a typical day like for someone in this position?
- What resources will I have access to that will help me perform my job duties?

To find out more about the company, consider asking:

- What is the company's perspective on employee development and training?
- ~~How and when will my performance be evaluated?~~

Remember that YOU are also interviewing THEM!

3-Anticipate Interview Questions

What Will the Employer Want to Know about YOU?

Look at the job description or go back to the job posting.

- a) What skills does the employer seek?
- b) What training/education?
- c) What are the job duties?

4-Plan and Prepare What to Wear

Your appearance affects how you will be evaluated.



Be Neat. Make sure your clothes are clean and

unwrinkled; neat hair; polish your shoes – do whatever is

necessary to leave the interview with a comfortable

impression of you.



Be Conservative. Don't wear too much of anything like

cologne, jewelry, bright colors, etc. Leave out the body

jewelry (nose, lip, etc. *guys leave the earrings at home,

too); cover up visible tattoos.

When You Get to the Interview

Make sure you bring...

- Copies of your updated resume
- Copies of your reference sheet
- Black ink pen

**Take a look at your
Interviewing Tips
Handout!**

- ✓ Ask for the business card of the person who is interviewing you.
- ✓ Keep the conversation on a professional level! Don't talk too much and talk yourself out of a job.
- ✓ Don't badmouth your former employer! **Ever!**
- ✓ Be honest and sincere.
- ✓ Ask when they expect to fill the position.
- ✓ Say thank you! Later that day, email or snail mail another thank you!



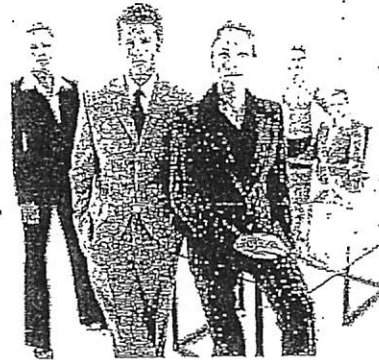
Types of Interviews

- * Telephone/Screening
- * Multiple Round Interviews
- * Group Interviews
- * Interviews by Staff for Supervisory Positions

The Current Trend

Behavioral Interviews

- ✓ Tell us about a time...
- ✓ Describe a situation where...
- ✓ Explain how you've...



Behavioral/Situational Interviews

- ✓ Employers want to know how you behave in specific situations.
- ✓ They are interested in your ability to share examples (tell real **stories**) that illustrate/demonstrate that you have the **skills they seek** for the job!
- ✓ **Past behavior predicts future performance!**