

Interviewing Tips / Guidelines

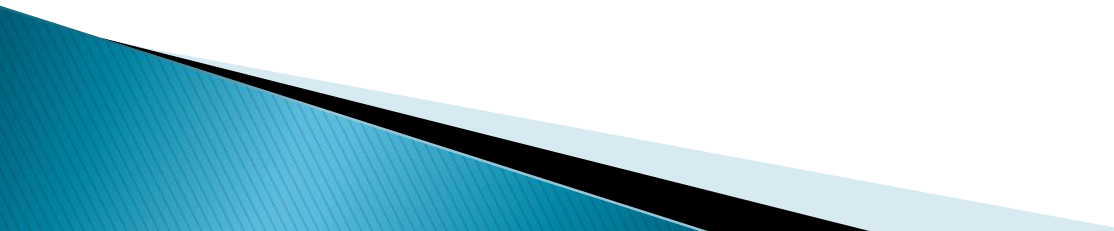


Interviewing for Jobs

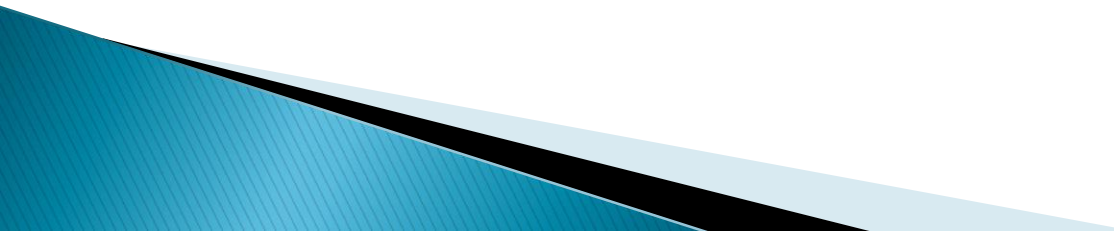
▶ Job Interview

- Chance to see if you really want the job
- Whether you and the employer are a good match
- Research the company
- Prepare answers
- Question to ask employer
- PRACTICE!!!

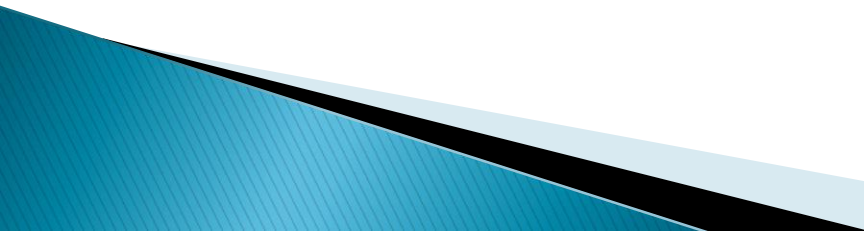
Job Interview Tips

- ▶ Do some homework
 - ▶ Be on time
 - ▶ Wear appropriate clothes
 - ▶ Put your best foot forward
 - ▶ Ask questions about the job
 - ▶ Ask about the next step
 - ▶ Do not expect an answer right away
 - ▶ Follow up – phone call/thank you letter
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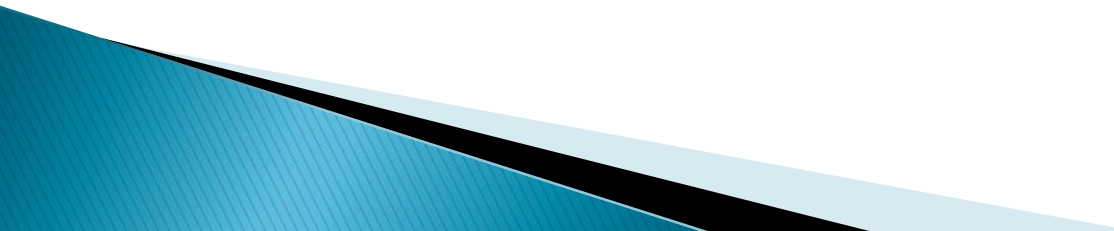
Mind Your Manners!

- ▶ The way you look, speak, sit, stand, walk and just about every action reflect on your professionalism during a job interview.
 - ▶ Attitude, body language, mannerisms and even how you smell are important aspects of having good job interview etiquette.
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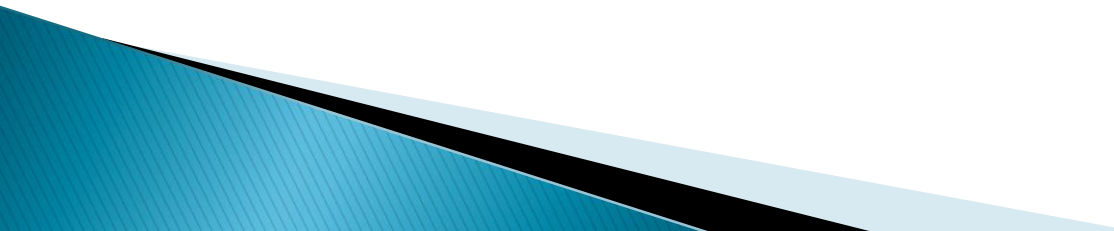
Personal

- ▶ Bathe and make yourself clean and presentable looking
 - ▶ Dress appropriately. Overdressing is always better than under dressing.
 - ▶ Do not wear excessive perfume or cologne. A little is ok.
 - ▶ Do not wear overly tight, loose, short cut, low cut or bad fitting clothes.
 - ▶ Wear no pins, shirts, hats or anything that anyone may object to or form an opinion about.
 - ▶ Do not chew gum during the interview.
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When You Arrive

- ▶ Arrive at least 15 minutes early to the job interview
 - ▶ Smile, shake hands, say please and thank you
 - ▶ Sit when invited to do so
 - ▶ Sit up straight
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When You Speak

- ▶ Try to use the person's name at least once in the conversation.
 - ▶ Remember political correctness.
 - ▶ Say nothing that could be objectionable to others.
 - ▶ Speak clearly and concisely. Avoid slang.
 - ▶ Do not wring your hands, rub your face, scratch, pick or fidget nervously.
 - ▶ Make eye contact when speaking.
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Interviewing Attire

Dos

No earrings

Silk necktie with conservative pattern

Shirt cuffs show only slightly at the wrist

Conservative 2-piece suit

Dark shoes & socks



Don'ts

Facial hair should be neat & trimmed

Avoid distracting or busy patterns

No rolled up pants

Don't forget socks

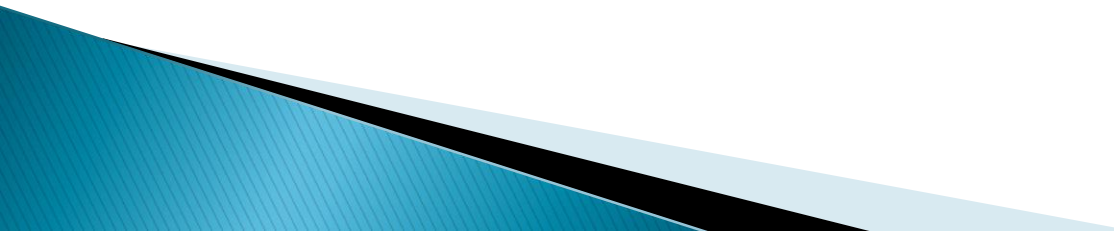




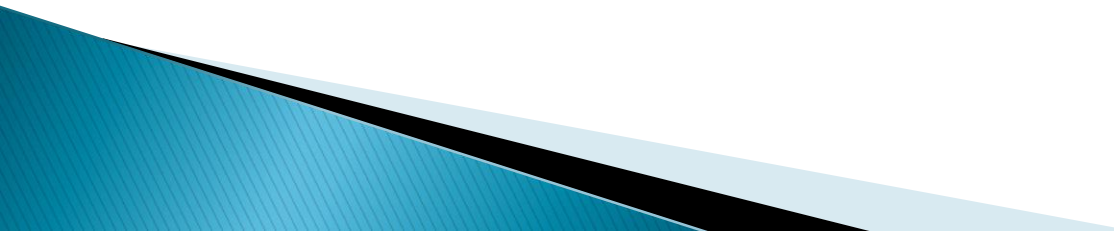
Too distracting!



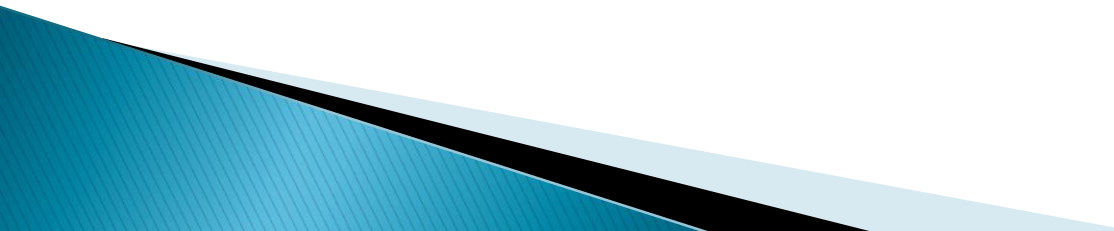
Sample Interview Questions

- ▶ Tell me about yourself
 - Mention any extracurricular activities you are involved in
 - Any work experience that would help with this job
 - ▶ What is your greatest strength?
 - ▶ What is your greatest weakness?
 - You must give a weakness and then tell how are you working on improving it
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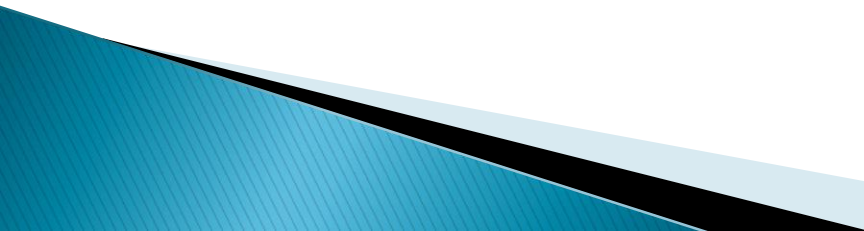
Sample Interview Questions

- ▶ Tell me about a time when you had to deal with someone unpleasant? How did you handle it?
 - ▶ Give an example of a time you showed leadership and/or initiative
 - ▶ What is your biggest accomplishment?
 - ▶ What motivates you to do a good job?
 - ▶ Give some examples of your communication experiences
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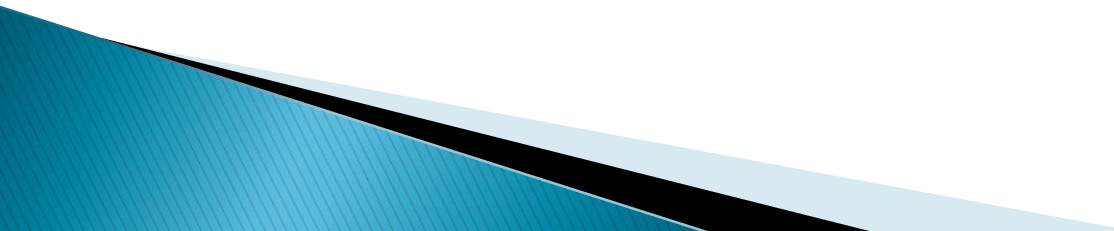
Sample Interview Questions

- ▶ How do others describe you?
 - ▶ Give an example of a time you were able to contribute to a team project
 - ▶ Explain the importance of confidentiality
 - ▶ Why should we hire you?
 - ▶ How do you deal with pressure or stressful situations?
 - ▶ What do you like to do in your free time?
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Sample Interview Questions

- ▶ Do you prefer to work with others or on your own?
 - ▶ What relevant experience do you have that relates to this job?
 - ▶ Where do you see yourself in 5 years?
 - ▶ Have you ever worked closely with a person you didn't get along with? How did you handle the situation?
 - ▶ What do you like about our business?
 - ▶ What do you know about our business?
 - ▶ Do you have any questions for me?
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Questions Regarding the Position

- ▶ What are the hours for the position?
 - ▶ How many people would I be working with?
 - ▶ When do you hope to have the position filled by?
 - ▶ How soon do you anticipate a decision being made?
 - ▶ What is the generally accepted attire? Business casual? Business formal?
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Questions Regarding the Company

- ▶ What are some basic goals and objectives of the company?
 - ▶ Is the company growing or planning to open new offices/locations?
 - ▶ Is the department growing? Will there be new opportunities in the future?
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