

Here are typical questions you may be asked. Be prepared to answer them.

- Why do you want this job?
- What makes you qualified for this job?
- Why did you leave your last job?
- What do you want to be doing in five years?
- What are your outside interests?
- What hours can you work?
- When can you start?

**Answer all questions briefly and to the point. Relate your answers to the job for which you are applying.**

- Make sure the interviewer knows your specific qualifications for the job.
- Tell the interviewer you will work hard and are willing to learn.
- Mention your skills, especially when asked such questions as:
  1. Do you think you can do the job?
  2. Can you do this type of work well?
- If you don't have specific skills for a job, mention your desire to learn and willingness to work hard.
- Mention school subjects, volunteer work or hobbies that may be job-related.
- Don't claim that you will "take any job." Instead, say you are interested in **any work** that you are able to do.

## Remember

- Before the interview ends, let the interviewer know that you really want the job!
- If you don't hear from the interviewer after a week, call them. Let him/her know that you're still interested in working for them.
- Don't be discouraged if you are not hired at first. An interview can be a very useful experience and can give you more confidence for your next interview.
- Turn off your cell phone or leave it in your car during your interview.
- **Go to the interview alone.**
- **Be ready to fill out a job application.**



# Shine in Your Job Interview



## Preparation makes the difference!

### Employers are looking for someone who will:

- Have a good attitude.
- Be on time for work.
- Be willing to listen and learn.
- Work hard.

### Before the interview, the job seeker should:

1. Find out about the company. Being able to talk about the company you're interviewing with shows your interest and will help during the interview.
2. Determine
  - What the company makes/does.
  - Who will be interviewing you and their position in the company
  - The work hours/shifts available.
  - The salary range of the job that you seek
3. Take the following information with you, written down, for the application:
  - The details of your education,
  - employment history
  - references (at least 3)
  - Social Security number
4. Be prepared for possible drug screening/background check. Many employers require these as a condition of employment.

### After you complete the interview

- Have closing questions about the company, such as company philosophy, expected growth and your future potential.
- Before leaving thank the interviewer and provide a firm hand shake.
- Ask when they might be contacting applicants about the outcome of the interview
- Get contact information such as a business card to provide follow-up by mail/email.

### Be sure your clothes and grooming are appropriate for the occasion. Be 5-10 minutes early for your interview.

- Writing should be clear/neat.
- Give exact information about you, your skills and education.
- Make a good impression on the office staff.



### Conduct yourself in a positive and courteous manner during the Interview.

- If you shake hands, do so firmly.
- Stand tall, sit straight and smile.
- Sit down only when the interviewer offers you a seat or sits down first.
- Think before answering questions.
- Speak clearly.
- Stay on the subject.
- Talk about your skills.
- When speaking, look at the interviewer.
- Pay attention and listen carefully.
- Ask questions if you don't understand.
- How you say something is important
- Don't interrupt or argue.
- Don't complain about your former employer or co-workers.
- Don't mention personal problems.
- Don't smoke, chew gum or eat.

