

INTERVIEW TIPS

Preparation

- Learn as much as you can about the company.
- Know what skills are needed for the job you want.
- Evaluate yourself and review your qualifications.
- Be prepared to answer questions.
- Make copies of your resume, cover letter, reference(s), transcripts, etc., to bring to the interview.

Questions

The employer may ask you:

- Tell me about yourself.
- What are your career goals?
- Why do you want to work for us?
- Why should we hire you?
- What are your strengths/weaknesses?

You may want to ask the employer:

- How will I be trained?
- Who will I be working with and what do they do?
- Where will I be working?
- What career opportunities are available?

Interview

Your Appearance:

- Be well groomed—take a shower, wash your hair, shave, brush your teeth, use mouthwash/deodorant, comb your hair, trim and clean your nails.
- Wear clean, pressed, appropriate clothes.
- Evaluate yourself—would you hire someone like you?

Interview:

- Show up on time and alone.
- Have a positive attitude and be polite.
- Answer all questions truthfully and honestly.
- Maintain eye contact.
- Always shake hands before and after the interview.
- Turn off your cell phone before the interview starts.

After the Interview

- Provide any additional material (samples of your work, etc.) as soon as possible.
- Think about how your interview went and what you could improve upon in the future.
- Send a thank-you note to your interviewer(s) within 24 hours.
- Follow up with a phone call after one week (or after the time frame given by the interviewer).

POCKET RESUME

This information is often required on job applications and is sometimes needed during an interview. Fill out this form and take it with you for reference.

Driver's License # _____

Social Security Number: **Keep your card and any other document that shows your SSN in a safe place. DO NOT routinely carry your card or other documents that display your number.**

Education

School: _____

Address: _____

Major Subjects: _____

Dates: _____

Previous Employment

Employer: _____

Address: _____

Phone Number: _____

Job Title: _____

Dates: _____

Employer: _____

Address: _____

Phone Number: _____

Job Title: _____

Dates: _____

References

(Get permission before using names and contact information.)

Name: _____

Relationship: _____

Address: _____

Phone Number: _____

Email: _____

Name: _____

Relationship: _____

Address: _____

Phone Number: _____

Email: _____

Other Skills

Example: Computer/Trade, Military Service, etc. _____

