

### **Interviewing Tips**

**Happy July! For most professionals seeking employment, knowing how to prepare for an interview is common sense for others it takes practice. We thought some reminders would be helpful to everyone!**

#### **Preparation for an interview:**

- Learn about the organization.
- Have a specific job or jobs in mind. We have people apply for multiple jobs that are very different and this actually counts against you because it makes you appear unorganized.
- Review your qualifications for the job and be prepared to speak about those.
- Be ready to briefly describe your experience, and illustrate how it relates to the job.
- Be ready to answer broad questions, such as "Why should I hire you?" "Why do you want this job?" "What are your strengths and weaknesses?"

#### **Personal appearance:**

- Be well groomed.
- Dress appropriately.
- Do not chew gum or smoke prior to an interview.

#### **The interview:**

- Be early but no more than 15 minutes!
- Learn the name of your interviewer and greet him or her with a firm handshake.
- Use good manners with everyone you meet.
- Relax and answer each question concisely.
- Use proper English—avoid slang.
- Be cooperative and enthusiastic.
- Use body language to show interest—use eye contact and don't slouch.

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- Ask questions about the position and the organization, but avoid questions whose answers can easily be found on the company Web site.
- Also avoid asking questions about salary and benefits unless a job offer is made.
- Thank the interviewer when you leave and shake hands.
- Send a short thank you note or e-mail following the interview. We use this to determine who we make an offer to.

## **Information to bring to an interview:**

- Social Security card.
- Government-issued identification (driver's license).
- Resume or application. Although not all employers require a resume, you should be able to furnish the interviewer information about your education, training, and previous employment.
- References. Employers typically require three references. Get permission before using anyone as a reference. Make sure that they will give you a good reference. Try to avoid using relatives as references.
- Transcripts. Employers may require an official copy of transcripts to verify grades, coursework, dates of attendance, and highest grade completed or degree awarded.