**Job Interview Handout**

**Standard:** Students will demonstrate appropriate employability skills.

What is the Purpose of an Interview?

* Provides an opportunity for you to **sell yourself** verbally to the employer on why you are the best applicant for the job

What to do Before an Interview?

* Fill out an application
* Send in a cover letter
* Schedule an interview
* Plan/wear your outfit ahead of time

Research the Company

* Research — Be able to ask intelligent questions
  + Newspaper, magazine articles, brochures and website
  + Think about how previous training/education has prepared you for this position
* The more information you know, the better you can showcase yourself

Practice, Practice, Practice!!

* Interview with a friend
* Practice typical questions using a mirror
* Create a 30-second “commercial” that highlights your unique talents and skills

Look Over Social Media Profiles

* 10% of the top 500 colleges in U.S. look at profiles to evaluate applicants
  + 38% of what they saw negatively affected their views of the applicant
  + Some colleges rejected students because of material on their sites

First Impressions: What Matters

* Proper handshake
* Proper introduction
* Neat appearance:
  + Proper attire for your job market
  + Be groomed
  + Personal hygiene

Body Language

* Good Posture
  + Sit up straight on the edge of the chair and avoid crossing legs and arms
* Inviting Gestures
  + Nod your head — indicates you are listening
* Eye Contact - Indicates confidence
* Speak Clearly
  + Standard English, not slang
  + Not only what you say, but how you say it

What to do at the Interview

* Be prompt (10 – 15 minutes early)
* Act natural
* Allow employer to express ideas
* Listen effectively to the interviewer
* Use gestures and body movements to express yourself but DO NOT be extreme

What to do at the Interview

* Know how to make a good first impression
* Remember the questions in your practice interviews
* Be prepared to answer tough questions
* Know there are some questions the employer should not be asking you

What NOT to do at an Interview:

* Be late
* Come unprepared
* Oversell yourself or criticize yourself
* Become impatient
* Try to be funny
* Put an emphasis on salary
* Control the interview

Interview Tips

* Go to the interview alone
* Use good manners and appropriate gestures
* Pay attention to the interviewer
* Ask appropriate questions about the job

Interview Tips

* Have necessary personal references with you
* Smile and relax
* Sound enthusiastic
* Avoid distracting habits (rocking, tapping foot, biting nails etc.)

Nonverbal Actions

* Words only express 30% - 35% of what people actually communicate
* Facial expressions and body movements convey the rest

At the End of an Interview

* Watch for cues the interview is about to be over, such as the employer standing up or saying they will be in contact with you
* Thank the interviewer for their time
* Decide a convenient time you can call on the hiring status

After the Interview

* Evaluate the interview
* Write a thank-you letter or e-mail the same day as the interview
* Accept the job…or deal appropriately with rejection

Writing a Thank-You Note

* Things to include
  + Thank the interviewer for his time and effort
  + Reinforce your skills and abilities
  + Insert added information you may have forgotten
  + Restate your interest in the company
* Make sure you’re spelling the interviewer’s name and address (e-mail or street) correctly
* Proof-read the letter for spelling and grammar

If You Get the Job

* And you want to take it:
  + Ask for a day to think about the job offer
  + Review the pros and cons list you created before you accept the job
* And don’t want to take it:
  + If you don’t want to take it because the salary is too low, try negotiating
  + If you don’t want to take it because the job isn’t what you expected, be tactful in your response

If You Don’t Get the Job

* Consider it a learning experience
* Be respectful and tactful when speaking with the employer
* Ask why you were not hired. Feedback will help you in future interviews.
  + Do I need more training?
  + How can I improve in my interview?