



## **How to Interview Effectively to Get the Job You Want**

### **Appearance is Important**

**The first impression you make is the impression you leave behind. Be professional!**

#### **What is appropriate?**

- Women: Suit, skirt and blouse, dress or a blazer with a skirt or dress. Medium to low heeled pumps (closed-toed).
- Men: Dress shirt (long sleeve), slacks, and suit or sport coat. Tie, belt, dress socks and dress shoes.

#### **What is inappropriate?**

- Casual attire – capris, shorts, sweats, tank tops, T-shirt; collarless shirt, denim; spandex, tennis shoes, flip flops
- Short skirts, midriff tops, low cut/sheer blouse, sleeveless or backless tops/dresses
- Extreme hair styles or color; hats, facial jewelry; excessive jewelry (over 5 pieces) and visible tattoos.
- No perfume or cologne.

### **More Tips**

#### **Be Conservative:**

- Stick to neutral colors...don't be too flashy.
- You don't want your appearance to distract the interviewer from the content of what you are saying.
- Be neat and clean.

#### **Looking to promote?**

- Maintain professional appearance daily! Not just for an interview!
- Dress for the job you want. Take a look at what your supervisors and managers are wearing and model yourself accordingly.
- As with your resume, tailor your attire to fit the job.

### **The purpose behind the interview:**

For an applicant the interview is a time to:

- Sell yourself as the right candidate for the position. Alleviate any fears or concerns the employer might have.
- Establish that you would be an asset to the organization. Demonstrate the knowledge you have gained through experience and education.

For Employers the interview is a time to ask questions to:

- Assist them in selecting the right candidate for the position.
- Alleviate any fears or concerns they might have about competency, punctuality, longevity, etc.
- Determine if the candidate would be an asset to their organization.
- Evaluate the applicant's work experience.

### **Before the Interview: Prepare**

- Understand the job and gather information about it.
- Find out what you can from the hiring department of the company.
- What will your duties be.
- Review the job announcement.
- Visit the website of the company you are applying to and learn all you can.
- Talk to those who have worked in the job for more information about it.
- Identify the qualities that you possess which demonstrate how you will be an asset.
- Do you have any related experience, education or training? Be sure to relate these to the job and provide examples of actual situations in which you demonstrated particular traits/skills or performed particular tasks related to job.

### **Be Prepared to answer these questions. Research the internet the night before**

- Tell me about yourself.
- Why do you want to work here?
- Where do you see yourself in 5 years?
- What is your greatest strength?
- What is your greatest weakness?
- Why are you the best candidate for the job?
- Why should we hire you?
- How would you handle a difficult person?
- What kind of experience do you have?
- What would your employer say about you/your work?
- Practice responses aloud.
- Practice with a friend or in front of the mirror. This is particularly helpful if you tend to get nervous.

- Visualize yourself going through the interview successfully and confident.
- Compile 2 to 3 questions you want to ask the interviewer. (These questions should demonstrate interest in the position).

**The night before the interview:**

- Prepare directions to avoid getting lost or being late. It is critical to be on time. Be at least 15 minutes early. If possible, do a dry run to the location.
- Be sure to have a contact number in case you get lost. Gather a current copy of your resume, letters of recommendation, references, certificate etc.
- Prepare your interview clothes.
- Get a good night's rest.

**During the interview:**

- Be aware of your body language.
- Sit up straight. Use good body posture.
- Turn your cell phone off.
- Communicate with confidence.
- Firm hand shake with each interviewer.
- Smile, relax and breathe. Maintain eye contact.
- Avoid nervous habits (knee bouncing, biting lip, etc.)

**Follow Up:**

- Send a thank you card or letter to all who interviewed you.
- Restate your interest in the position.

**Comments directly from supervisors:**

- Why I did not hire a candidate.
- Not confident, timid, unsure.
- Arrogant.
- Uninterested.
- Appearance was not professional.
- Poor communication skills.
- Talked way too much.
- Responses to questions lacked detail.
- Failed to answer a question.
- Responded inappropriately.
- Lacked knowledge or experience.
- Didn't do homework about the position.
- Most interest in how the job was going to fit their needs ex: schedule, hours, work site, vacation.