

# Preparing for a Job Interview

---

- **Purpose of the Interview**

- To convince the Employer why YOU should be hired.
- To learn as much as possible about the position, company and people.
- To obtain an Offer of Employment.

- **Physical Preparation**

- Wear proper business attire.
- Be well groomed.
- Bring additional copies of your Resume, and Letters of Recommendation
- Bring complete directions and contact information.
- Arrive ten minutes before the interview.
- Complete the company application if required. Be neat and thorough. Applicants have been eliminated from consideration for failure to complete applications properly.

- **How to Present Yourself**

- Smile!
- Lean forward.
- Eye contact.
- Sit erect but not rigid.
- Nod your head.
- Show enthusiasm and interest in the position and the company.

- **Your Role in the Interview**

- Listen carefully.
- Be responsive! Answer the questions asked and amplify your answers.
- Be prepared to discuss your job skills briefly and clearly.
- Demonstrate your talents.
- Emphasize the highlights of your academic and job achievements. Give examples of projects you've worked on.
- Prepare solid reasons for leaving your present and past positions (no negatives!). State positive objectives (i.e. career advancement, move into chosen career, technical or personal growth, stability etc.).
- To show why you are interested in the company.
- To illustrate what you can offer them.

- **Prepare to Ask Several Questions**

- How long has this company existed?
- How can I contribute to the department and contribute to overall company goals?
- Who would be my supervisor?
- How long was the last person in this position? What made this person successful?
- What would you expect me to achieve during my first 6 months to a year?
- What obstacles do you foresee that I would have to overcome?
- Why do you enjoy working here?
- Who are the key people I will work with and how can I help them?
- Where do you think I could contribute most effectively now that you've seen my skills?

*\*\*Your role in an interview is to market your skills and interview the company. Timely, appropriate questions not only provide you with valuable information about the company, but questions help create a positive relationship between yourself and the interviewer.*

*\*\*Choose your questions carefully, but be sure to ask at least one or two depending on the flow of the interview and the position you are applying for. Not all questions are appropriate depending on the level of the position.*

- **Fielding Questions**

- Tell me about yourself? (Ask: "Where do you want me to start?")
- Why do you want to leave your present position? (Remember CLAMPS - C=challenge, L=location, A=advancement, M=money, P=prestige and S=security)
- What do you do best in your present position?
- What are your career goals? Long term/short term?
- Why are you interested in this position?
- Do you think this position offers you the challenges you need?
- What are you looking for in a job?
- What are your greatest strengths as a person?
- What are your greatest weaknesses or areas you want to improve?
- How would your boss or coworkers describe you?
- How do you:
  - set priorities?
  - organize your time?
  - solve problems?
- How do you feel about the commute?

*\*\*Remember! No matter how good you are, or how great the demand for your type of experience, you must sell assets to the employer. You must approach the interview and the entire process with a fresh and positive attitude. Do not be arrogant, hard to get or negative. Always speak and think in positive terms.*