

PREPARING FOR AN INTERVIEW

Confidence, research and impression are three things that you need to have down pat before going on an interview. It is crucial for you to know background on the company and what skills you can offer to the company to fill their position. When you receive an invitation to an interview, we recommend that you prepare for your visit using these tips and guidelines:

Getting Ready for your interview

1. Obtain an accurate set of directions with the physical location of where your interview will take place or visit the building beforehand. Arrive at the interview location about half an hour before your interview.
2. If you are physically challenged in any way, be sure to ask the employer's receptionist or someone else familiar with the building about access, mobility factors and so forth.
3. Learn everything you can about the employer before your interview. Prepare a list of detailed questions that you want to ask the employer. After all, an interview is a two-way street.
4. Bring your resume, references and any identification information you may need (Social Security Number, driver's license, etc.)
5. Never take anyone, including children to an interview.
6. Keep in mind employers may require drug testing and background checks.
7. Dress appropriately!

Possible Questions YOU can ask during an interview?

1. How would you describe the responsibilities of this position?
2. Do I need any type of specific training for this position?
3. What is the acceptable dress code?
4. What are normal working hours and what are the overtime expectations?
5. How will I be evaluated in this position?
6. What are some of the challenges I will face in this position?
7. What types of people tend to thrive here and what types don't do as well?
8. Ask an engaging question about something you learned while researching the company.
9. Can you describe an ideal employee?
10. Has there traditionally been a high rate of turnover in this

Possible Interview Questions

1. Why should we hire you?
2. Why do you think you are the best candidate for this job?
3. What is your understanding of the job's responsibilities, and what do you expect out of this job?
4. What are your strengths and weaknesses?
5. Could you please explain why you've had so many jobs over the past ten years?
6. What do you expect from a supervisor?
7. Describe a difficult work situation and how you overcame it.
8. How would your boss describe you?
9. What motivates you?
10. How do you handle stress and pressure?
11. How do you handle criticism?
12. What is your proudest achievement from your last job?
13. What kind of goals do you have in mind if you got this job?

After the Interview: Make sure to follow up with the employer by sending a thank you note and reiterate your enthusiasm about the position.