

Interviews

PREPARATION
HOW TO INTERVIEW
QUESTIONS
FOLLOW-UP



Before the Interview – Be Prepared



- Appropriate email address & social media content
- Set up voicemail on your cell phone
- Know about the company and job – how?
 - Review their website and social media
 - ✦ Who they are, what they do, are there job openings
 - Ask people who know about the company
- Obtain name of interviewer (if possible)
 - Research them (Google, FB, LinkedIn)
- Prepare questions for the interviewer



Be Prepared for the Interview



- **Bring materials – like what?**
 - Build Your Future folder
 - 6 Resumes
 - Pen, paper, prepared questions
 - Bring a cheat sheet with things you want to say or ask
 - Portfolio or sample work (pictures, objects)

Appearance

- Project image of employer
 - Clothes – Clean, nice work clothes (not gym clothes)
 - Shoes – Boots, closed toe shoes (no fresh mud)
 - Hat – If you must, clean and neutral



Grooming



- Hygiene

- Shower
- Hair cut; tame the mane!
- Clean up facial hair
- Brush teeth



How to Interview - Communication

- Non-verbal Communication - Body Language
- Be alert – pay attention
 - Cell phone silent (you may offer to show pictures)
 - Take notes
- Hold yourself confident
 - Posture
- Handshake
- Eyes
- Facial Expressions
- No gum chewing



How to Interview - Communication



- Know yourself, sell yourself, be enthusiastic
 - Be honest
- Answer questions - Don't go on tangents
- Indicate your willingness to work hard
- Pause, think before you speak
- What you say is important
- HOW you say it is just as important
- THANK THEM for the interview
- Ask for contact information if you want to follow-up
 - Do they have a business card or business flyer

