

THE 5-PART INTERVIEW

1. Before the Interview

- Do your homework. Find out as much as you can about the company/organization before the interview. Do an internet search to find what services or products the company provides. Try to find the company's culture and long-term goals. Talk with current employees to learn more about the company.
- Know where you are going. Make sure you know where the company is located.
- Arrive 5-15 minutes early. Do not arrive too early, but not late either.
- Be prepared for the interview. Bring extra copies of your resume, a pen, and questions for the interview. Do not bring your phone or at the very least make sure the phone is on silent.
- Dress for success. As a general rule dress one or two steps above the position you are applying for.

2. The Start of the Interview (Beginning)

- Inform the secretary/receptionist that you have an interview, whom it is with and the time of the interview
- When meeting the interview, look them in their eyes, shake hands firmly, introduce yourself, smile and be confident.
- Keep the communication positive. Watch your posture. Let the interviewer lead the interviewer. Remember to SMILE.
- Don't chew gum, curse, fidget, etc.

3. The Interview (Middle)

- Stay positive and keep good posture and body language.
- Know your resume well and be prepared to answer questions.
- Express your willingness to learn.
- Be thorough with your answers. Be prepared to give examples.
- If you do not understand the question, ask the interviewer for further explanation.
- It is okay to take a moment to organize your thoughts before answering difficult questions.
- You do not need to answer illegal questions such as questions relating to your age, religion, race, ethnicity or marital status.
- Don't focus on your weaknesses or your negative attributes, criticize former employers, discuss personal issues, or salary/benefits unless initiated by the interviewer.

4. The Interview (End)

- Ask job-related questions you prepared for the interview.
- If offered the job immediately, be prepared to discuss salary, benefits, work hours. You do not need to give them an immediate answer.
- If you are told that you will be contacted, ask about how long it will be.
- Thank the interviewer for their time and reiterate your interest with the company/organization.
- Shake hands firmly on the way out.

5. The Follow-up

- Send the interviewer(s) a thank you letter soon after the interview.
- Follow up with the company a week or two after the interview to see if they have made a hiring decision. Remember to keep it professional.

Reasons People Are Not Hired

- Poor appearance
- Inability to communicate clearly
- Lack of planning; no goals
- Lack of enthusiasm and confidence
- Talking poorly of previous employers
- Poor eye contact and body language
- Late to the interview
- Does not ask questions.
- Lack of knowledge about the business or the position
- No questions
- Impolite

SAMPLE QUESTIONS TO ASK THE INTERVIEWER

1. How would you describe a typical week/day in this position?
2. When will the decision be made as to who is hired?
3. What do you like about working for this company?
4. How do you encourage employees to further their education?
5. What are the long-range plans for this organization?
6. What are your expectations of the person in this position?
7. Can you tell me about the history of this position and changes anticipated?
8. How will I be evaluated?