

# **JOB INTERVIEWS**

**How to breeze through the interview with ease!**

# DRESS FOR SUCCESS

Dress appropriately for the position you are applying!

Retail/Restaurant positions may require a casual dress style. Other businesses may require business or formal.



# Business Casual vs. Professional

Have an interview or professional event coming up? Learn how to decode dress code.



# WHAT NOT TO WEAR

Never wear dresses or skirts that are short or fitted.

Never wear oversized pants or shirts that sag.

Never wear colorful, gaudy jewelry.

Never wear open toe shoes, flip flops, shorts, ball caps, or denim jeans.



# COMMUNICATION

Verbal - The sharing of information between individuals by using speech.

Nonverbal - Communication without the use of spoken language. Example: gestures, facial expressions, and body positions



# THE HANDSHAKE

Shake each person's hand at the beginning and the end of the interview.

Shake hands with a firm, strong grip.

Smile and look the person in the eye while shaking their hand.



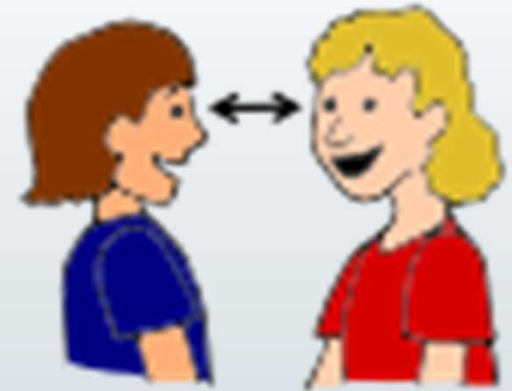
# EYE CONTACT

Always look the interviewer(s) in the eye when speaking to and when listening to them.

This shows that you are listening when they are talking.

Good eye contact shows that you are confident and honest.

Poor eye contact suggests that you may be making up answers to their questions which will make them think you are not right for or have no interest in the job.



# POSTURE

Body language is a big nonverbal cue. Demonstrate good posture during an interview. Sit up straight. Slouching, leaning or slumping may indicate that you are not interested . Sitting up straight also indicates confidence.

NON VERBAL





# SPEAK CLEARLY...NO SLANG

Do not mumble. Speak loudly enough for the interviewer to hear you.

Be sure to enunciate when speaking so that the interviewer will not misunderstand you.

Do not use slang terms.

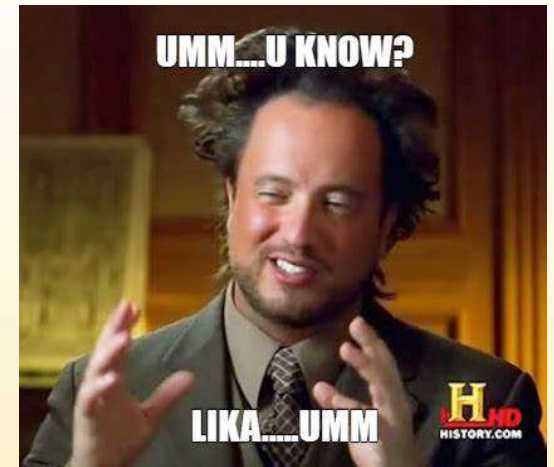


# LISTEN TO THE QUESTION... THINK BEFORE YOU ANSWER...

When asked a question, listen thoroughly,  
pause, think, Restate the question and answer the question!

Do not start your reply with “um”, “uh”, or “like”. Be confident  
in your answer.

Do not ramble.



# BE PREPARED

Interviews can be very intimidating. It is important to overcome any nervousness.

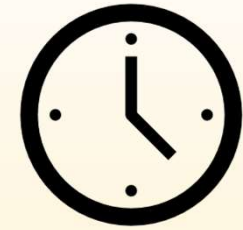
The best way to do this is to PRACTICE, PRACTICE and PRACTICE.

Utilize your practice questions, think of how you would answer the question and answer them out loud.

Act as if you were in the interview.



# ARRIVE EARLY



In the real world, it is important to arrive about 15 minutes early for an interview. Anything beyond 15 minutes maybe too early. NEVER ARRIVE LATE!!!

Drive to the interview site one day or so prior to the interview so that you will know exactly where it is located.

For our mock interviews, please arrive **5 minutes** early to check in!



# FIRST IMPRESSIONS ARE EVERYTHING

You have impressed the company with your application, resume, and cover letter.

Physical appearance and effective communication skills will tell them everything they need to know about you.

The first few minutes of the interview will be crucial as they usually know if you are the person for the job.

**BE CONFIDENT AND BELIEVE IN YOURSELF!**

# **Example Questions**

# Tell me about yourself.

Quick 1 minute introduction.  
What do I *need* to know about you?

# What is your dream job?

Focus on one solid answer. Don't overload with details and background.



**Where do you see  
yourself in ten years?**

**Be careful. Don't be too vague but don't spiral out of control.**

# **What is your greatest personal achievement?**

**Brag about yourself.**

**Give something you have done that shows personal motivation or leadership skill.**

# How would your teacher describe you?

List some positive character traits or skills.