

Interview Preparation

Top 10 Qualities Employers Want When They Hire

- 1.** Learn the job
- 2.** Reliable
- 3.** Honest
- 4.** Works well alone and with others
- 5.** Good communication skills (written & verbal)
- 6.** Enthusiastic
- 7.** Has goals
- 8.** Takes responsibility
- 9.** Flexible
- 10.** Follows instructions

Six Key Interview Answers Employers Need to Hear

Your interviewer is trying to assess your answers to six key questions:

1. Do you have the skills to do the job?

The employer wants to first determine whether you have the necessary **hard skills** for the position, for example the ability to alphabetize, make change or use a particular computer software program. By asking question about what you have done in the past, an interviewer can tap into hard skills.

2. What about soft skills?

But the interviewer is also looking for key **soft skills** you'll need to succeed in the job and organization, such as the ability to work well on teams, communication skills, and problem-solving skills such as the ability to figure things out with some basic training.

3. Do you fit in?

Every organization's first thought is about your **ability to fit** into the company. That means the interviewer is trying to pinpoint not only whether you match up well with the company's work style and values, but also whether you'll complement the talents of your potential coworkers.

4. Do you understand the company and its purpose?

If the organization fits well with your career goals, you'll naturally be motivated to do good work there -- and stay more than a month or two. Companies don't want someone to take the position because it's a job that pays and basically fits their skills, they want them to **understand the company's mission and be excited to work there.**

5. How do you stack up against the competition?

You're being evaluated in relation to other candidates for the job. In other words, this test is graded on a curve. So the interviewer will constantly be evaluating **how you compare** with the other candidates for the position.

6. Do you have the right mind-set for the job and the company?

Companies are always looking for someone who has a can-do type of attitude. They want someone who wants to be challenged and is internally **motivated** to do well. An employer can teach you the skills needed for the job, but they can't train you to have a **good attitude** and **strong work ethic**. That comes from inside of you.

Tips to a Better Job Interview

1. PREPARE

Practice. Rehearse answers to possible questions by **saying them aloud** and or **writing them down**. Research! **Know something about the company** before you go to the interview.

2. BE PUNCTUAL

Arrive 10 or 15 minutes early.

3. GO ALONE

Go by yourself to the interview. Don't bring friends or parents with you.

4. APPEARANCE

Come to the interview neat, clean, and wearing proper interview attire. Avoid being overly made-up. Dress conservatively, but comfortably.

5. BODY LANGUAGE

Give a firm handshake. Sit up straight and lean forward in your chair. Show you are confident and paying attention. **Look the interviewer in their eyes** to demonstrate you are interested in the job. Then **Relax!**

6. ENTHUSIASM

Bring a positive attitude to the interview. Sell yourself by giving reasons why you should be hired?

7. THANK YOU

Say Thank You for your time to the interviewer when the interview is over. (Make sure you get their business card). Follow up with a Thank You note as soon as possible.

8. Don't forget to SMILE!

Face-to-Face Presentation: How You Look Matters

In the first moments of the interview, the interviewer will evaluate you (for good or for bad) based upon your appearance.

Simply put: You should be well groomed!

In addition, try to **create a more conservative image** by wearing clothes with darker, subdued colors. Avoid all-black, if possible. Make sure you feel comfortable in your clothes, so that you have confidence during the interview.

Interview Attire

Young Men	Young Women
<ul style="list-style-type: none"> • Slacks (Dockers style) Avoid jeans and overly baggy pants • Polo shirt, white collared shirt (tie optional) or light-colored sweater • Black or brown shoes with matching belt and socks • Shave and neatly comb hair 	<ul style="list-style-type: none"> • Knee length skirt or dress • Professional pant-suit or slacks • Blouse or sweater Not low cut, see through, or too tight. No tank or halter tops or exposed mid-riff • Moderate heels or other comfortable, professional shoes • Conservative hair-style <i>preferably not flowing into the face</i>

Other Things to Avoid

Body Language Factor: Dos & Don'ts during Interview

Body language is what you communicate without saying word. Employers often presume positive or negative characteristics about you based on the way you carry yourself, so be conscious of the way you act.

Do:

- ✓ **Give a firm handshake, smile, and direct eye contact**
When you greet the interviewer say, "Hi, nice to meet you."
- ✓ **Sit up straight and lean slightly forward in your chair**
- ✓ **Nod your head in agreement**, as appropriate
- ✓ **Give another firm handshake and a smile**
When you exit the interview say, "Goodbye, thank you for your time."

Don't:

- ✓ Stare blankly into space
- ✓ Slouch or rock back in your seat
- ✓ Sit with your arms crossed
- ✓ Rub, scratch, or fidget nervously
- ✓ Touch or play with your hair
- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____