

TIPS TO A BETTER JOB INTERVIEW

1. PREPARE

Practice! Anticipate possible questions and write out answers to each of them. Research! Know something about the company before you go to the interview.

2. PUNCTUALITY

Don't just be on time, be 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 and clean. Avoid being overly made-up. Dress conservatively, but comfortably.

5. BODY LANGUAGE

If you are offered a **handshake, give a firm one**. Sit down when offered a chair. Sitting up straight in your chair shows confidence. You can lean forward to show you are paying attention. And **Relax!**

6. EYE CONTACT

Don't be afraid to look the interviewer in the eyes. Show him or her that you are confident and interested in the job.

7. ENTHUSIASM

Bring a positive attitude into the interview, without being too casual. Identify something you like about the interviewer. Sell yourself, and remember that the difference between bragging and self-confidence is enthusiasm. Why do you want to work there?

8. THANK YOU

At the end of the interview, thank the interviewer for his or her time. (Make sure you know his/her name). Follow up a day later with a thank you note - handwritten, if readable, is okay.

9. Don't forget to SMILE!

TOP INTERVIEW QUESTIONS

TIPS TO HELP YOU ANSWER

- 1. TELL ME ABOUT YOURSELF** – You can talk about things like: What school you go to / Work interests and experience / Mention skills important for the job you're interviewing for / Hobbies if they have something to do with the job

EXAMPLE

I am a senior at California High and I graduate in June. I have worked in the office as a clerical aid for 1 year filing, answering phones, and taking messages. I am also a member of the Sports Club where I help create flyers and type memos to the principal when we plan events.

- 2. WHAT ARE YOUR STRENGTHS AND WEAKNESSES?** – Be ready with at least 2 answers for each situation.

Hint - Give the strength **and** give an example of why it is a strength or when you have used it. Also, make the strength important to the job you're interviewing for.

EXAMPLE

One of my strengths is that I can type. At school I work as an office aid where one of my duties is typing memos and reports.

Hint - Give the weakness **and** show that you are doing something to get better. Make the weakness a **small** part of the job you're interviewing for.

EXAMPLE

A weakness I have is that I do not know how to use a copy machine. So what I did was ask my school counselor to teach me how to use the one at school, she is going to teach me how to use all the other office machines as well.

- 3. WHY DO YOU WANT TO WORK FOR OUR COMPANY?** – Do some research so you understand what the employer does. Also, use this as an opportunity to let them know about a positive quality you have.

EXAMPLE

I want to work in your store because my family shops here all the time and it seems like your employees enjoy their jobs. I also buy all my cosmetics here and I think I could do a good job helping customers in that department. I also know the layout of the store so it wouldn't take as much time to train me.

4. WHAT ARE YOUR FUTURE PLANS FOR SCHOOL OR WORK? Employers like people who have goals, want to accomplish something and are motivated to go the extra mile.

Have goals !!!

Graduating from high school / Going to community college / 4 year college or vocational school / Future job or career interests

EXAMPLE

I graduate in May and hope to attend Foothill College for 2 years then transfer to San Jose State where I intend to get a degree in Criminal Justice

5. TELL ME ABOUT YOUR LAST OR CURRENT JOB. WHY DID YOU/DO YOU WANT TO LEAVE? Describe your last or current job and the skills you gained from it. Be fair about why you left and use positive words.

EXAMPLE

My last job was in customer service at Toys-R-Us. I was in charge of keeping the game wall stocked and neat, as well as helping customers find toys, check prices, and putting misplaced toys back on the right shelf. I also worked on the cash register when things got really busy. I resigned to go back to school fulltime.

6. WHY SHOULD I HIRE YOU? Remember to concentrate on you and your ability to do the job. Don't worry about other applicants.

EXAMPLE

You should hire me because I am reliable and enthusiastic about the opportunity to work here. My past experience in customer service and using a cash register will help me to adjust to this job quickly. I have had experience working during the evening rush when the store was very busy, and was able to stay calm and keep my register moving smoothly. I think I would be a great addition to your team