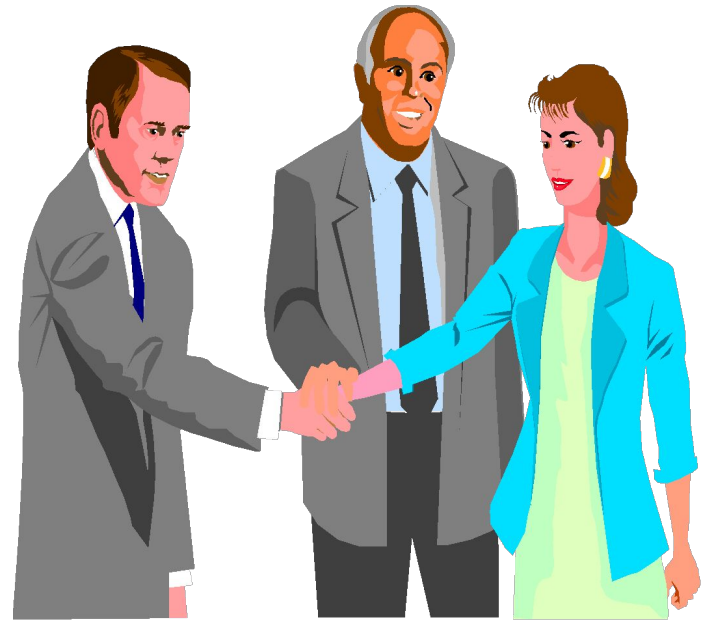


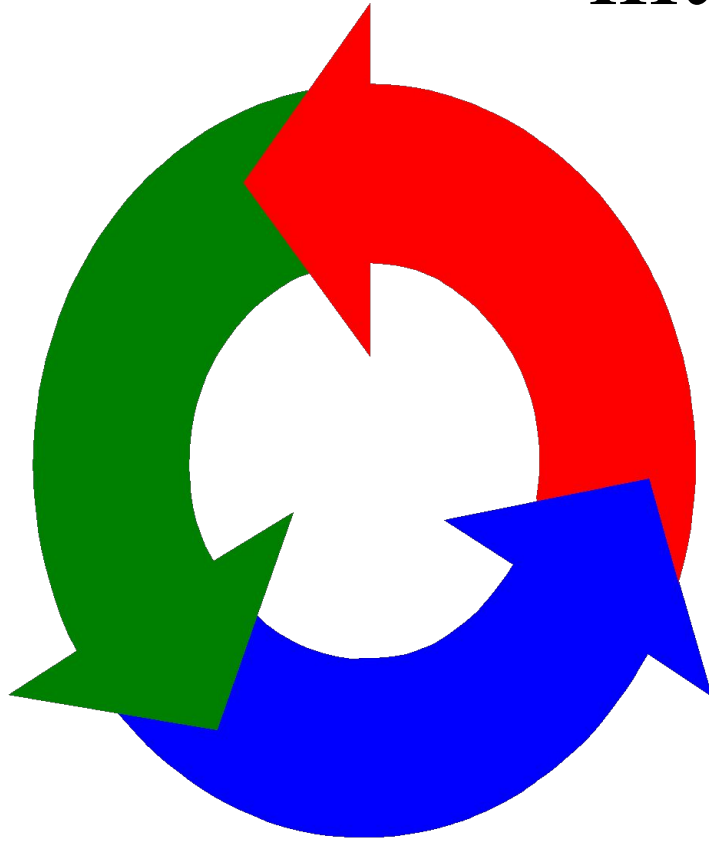
The Job Interview

Objectives

- Understand the concept & purpose of the interview
- Learn how to prepare for your interview
- Develop strategies and techniques for a good interview



The three most important things
you should do before your
interview:



1. PREPARE!

2. PREPARE!

3. PREPARE!

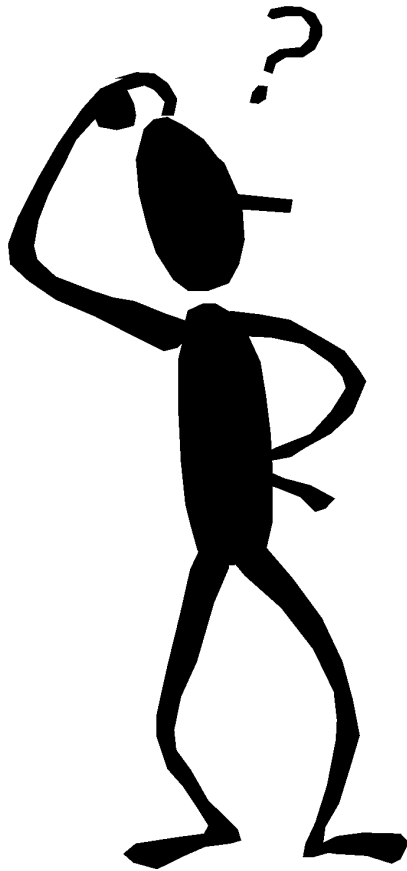
DEFINITION OF **INTERVIEW**

- **Any face-to-face contact with anyone who has the authority to hire or supervise a person with your skills. They may or may not have a job opening at the time you interview with them.**

Before the Interview

- **Research the employer**
- **Find out what the job responsibilities are**
- **Find out and record where, when, and with whom you will interview with**
- **Prepare a resume**

Why spend time finding out about the employer/job?



- Your goal is to show the employer why you are the best person for the job
- Relate your strengths and experience to the job

First Impressions

- Your Resume
- Your Application
- Your Clothes & Appearance
- Your Body Language



Face to Face

- The Dirty Dozen - Interview Questions
- You say you can do the job - Prove It!!



Prove You Can Do The Job

- **Employers want concrete examples**
- **Identify your skills: adaptive, transferable, and job-related**
- **Present a good “story”**
- **Use data - numbers, volume, %, etc.**

- **Emphasize results: what happened as a result of your skills/efforts?**
- **Link up what you’re good at to how you can help the employer out in this job**

What is the employer looking for?

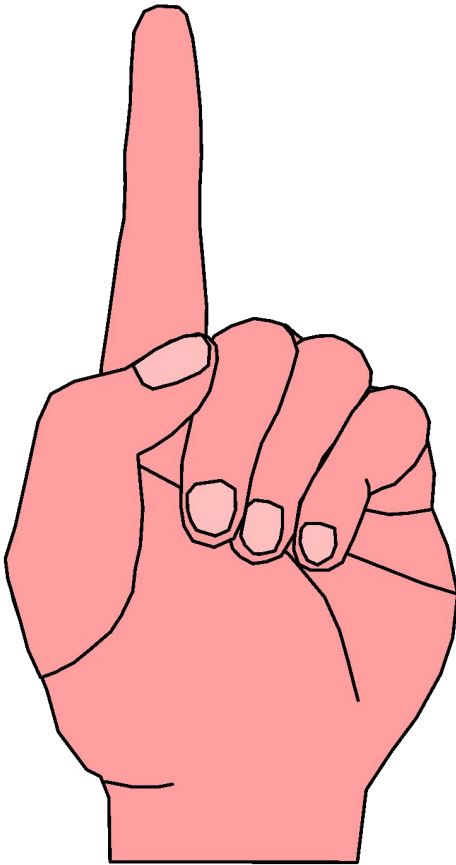
- **Job skills and transferable/adaptable skills**
- **Flexibility**
- **Dependability**
- **Teamwork**
- **Productivity**
- **Creative Thinking and Problem Solving**
- **Organizational Skills & Leadership Skills**
- **Communication/Customer Service**
- **Ability to continuously learn**

Closing the Interview

- **Review your strengths**
- **Ask questions**
- **The Call-Back**



Follow-up



- **Send a Thank You**
- **Call back in a few weeks**
- **Get a second interview**

Don't Give Up

- **It takes time and persistence to reach your goal**
- **Consider every interview a learning experience**

