

## WHAT WOULD YOU DO AT AN INTERVIEW?

Directions: Write true in the blank before the number if the statement is correct and false if the statement is not correct.

- \_\_\_ 1. How you dress and act is not important to your getting hired.
- \_\_\_ 2. You don't have to find out before the day of your interview exactly where to go for the interview.
- \_\_\_ 3. You should arrive early for a job interview.
- \_\_\_ 4. You should have eye contact with the interviewer during an interview.
- \_\_\_ 5. Never smoke during an interview or before while waiting for the interview.
- \_\_\_ 6. It's all right to bring a friend or relative with you to the interview, as long as they wait in the receptionist's office.
- \_\_\_ 7. During the interview lean forward in your seat a little to show you're paying attention and are interested.
- \_\_\_ 8. You should follow up on the interview with a thank you letter and then a call.
- \_\_\_ 9. You should always ask about salary and benefits during the first interview.
- \_\_\_ 10. It isn't important to know anything about the company or job before the interview.
- \_\_\_ 11. It is a good idea to have answers ready for difficult questions you might be asked.
- \_\_\_ 12. You should never take notes during an interview.
- \_\_\_ 13. It isn't important to remember the interviewer's name.
- \_\_\_ 14. Never spread out your papers, lean on or move things on the interviewer's desk.
- \_\_\_ 15. You should always let the interviewer know how badly you need a job.

- \_\_\_ 16. It is only important to impress the interviewer, as the receptionist or the secretary who meets you first isn't important.
- \_\_\_ 17. At the close of an interview, you should always thank the interviewer.
- \_\_\_ 18. You can discuss your personal problems with an interviewer, so they will understand you better.
- \_\_\_ 19. You should never speak badly about a former employer.
- \_\_\_ 20. You should have some good questions ready to ask the interviewer.

## POINTERS FOR A SUCCESSFUL INTERVIEW

### APPEARANCE

- ◆ Dress appropriately – clean, neat clothing. T-shirts are not appropriate!
- ◆ Neat hair, nails.
- ◆ Walk into the room, don't "shuffle".
- ◆ Tie your shoes.

### COMMUNICATION

#### Voice

- ◆ Speak clearly and to the point.
- ◆ Think about the question and how your answer will sound before you speak.
- ◆ Avoid slang.
- ◆ Be prepared to talk to more than one person.
- ◆ Answer the questions in a smooth voice.

#### Eye Contact

- ◆ Look at your interviewer(s), but don't stare.

#### Body Language

- ◆ Smile!
- ◆ Sit up straight, but comfortably.
- ◆ Relax, don't slouch.
- ◆ Shake hands with the interviewer(s) *IF* they offer their hand.

### OTHER TIPS

- ◆ Come to the interview alone. Be on time – 15 minutes early is a good "rule of thumb".
- ◆ Be prepared.
- ◆ Be familiar with your application. Review it before coming in.

**GOOD LUCK!**

When preparing for an interview, it helps to think about your interests and activities as well as your personal skills. Check the items below which apply to you and think of ways to include them in your answers to the questions on the other side of this page.

### ACTIVITIES AND WORK SKILLS

playing a sport \_\_\_\_\_  
fixing appliances \_\_\_\_\_  
fishing \_\_\_\_\_  
hunting \_\_\_\_\_  
car repair \_\_\_\_\_  
other mechanical repair \_\_\_\_\_  
drawing or sketching \_\_\_\_\_  
playing music \_\_\_\_\_  
fixing furniture \_\_\_\_\_  
collecting antiques \_\_\_\_\_  
gardening \_\_\_\_\_  
make my own clothes \_\_\_\_\_  
take care of children \_\_\_\_\_  
swim and dive \_\_\_\_\_  
carpentry work \_\_\_\_\_  
build models \_\_\_\_\_  
stamp or coin collecting \_\_\_\_\_  
photography \_\_\_\_\_  
raise animals \_\_\_\_\_  
take care of pets \_\_\_\_\_  
camp and hike \_\_\_\_\_  
boating, sailboating \_\_\_\_\_  
computer games \_\_\_\_\_  
crossword puzzles \_\_\_\_\_  
reading \_\_\_\_\_  
bicycling \_\_\_\_\_  
horseback riding \_\_\_\_\_  
folk dancing \_\_\_\_\_  
motorcycle \_\_\_\_\_  
chess \_\_\_\_\_  
cooking \_\_\_\_\_  
planning a program \_\_\_\_\_  
acting \_\_\_\_\_  
speaking \_\_\_\_\_  
typing \_\_\_\_\_  
washing, cleaning \_\_\_\_\_  
experienced worker \_\_\_\_\_

### PERSONAL SKILLS

work well with others \_\_\_\_\_  
have good judgment \_\_\_\_\_  
make good decisions \_\_\_\_\_  
have good sense of humor \_\_\_\_\_  
care about people \_\_\_\_\_  
hard worker \_\_\_\_\_  
can control my temper \_\_\_\_\_  
like challenging work \_\_\_\_\_  
work well in a group \_\_\_\_\_  
don't mind working long hrs. \_\_\_\_\_  
like working inside \_\_\_\_\_  
like working outdoors \_\_\_\_\_  
can take directions \_\_\_\_\_  
respect authority \_\_\_\_\_  
have creativity \_\_\_\_\_  
fast learner \_\_\_\_\_  
good reader \_\_\_\_\_  
like working with the public \_\_\_\_\_  
loyal worker \_\_\_\_\_  
honest \_\_\_\_\_  
cheerful \_\_\_\_\_  
confident \_\_\_\_\_  
punctual \_\_\_\_\_  
good leader \_\_\_\_\_  
can follow instructions \_\_\_\_\_  
work well under pressure \_\_\_\_\_  
serious \_\_\_\_\_  
dependable \_\_\_\_\_  
neat \_\_\_\_\_  
persistent \_\_\_\_\_  
adjust to changes \_\_\_\_\_

Other activities or work skills I do well or have experience in:

## INTERVIEW QUESTIONS

Please - be moderately formal during the interview; you want to present yourself as if this is an employer you might at some point come in contact with.

Questions you may be asked include:

- 1) Tell me a little about yourself.
- 2) What previous job experience have you had?
- 3) How do I know I can count on you to be dependable?
- 4) Why should we hire you over the other people applying?
- 5) Why do you want to work?
- 6) How do I know you can get along with others?
- 7) Do you have any questions?

Adapted from: Job Express, by Steve Goggin

INTERVIEW.QUE