

Job Interview Tips

Tips for before the interview:

- Research the company you are applying for and the people who will be interviewing you, if you know who they will be. Make sure you know what the company does and what their mission is. This will help you feel confident during the interview, and it may come up in a few of the questions. Knowing about the company will give you the opportunity to show you did your homework. You can use the company's website, social media posts, and news articles about them for your research. This information will provide an understanding of what the company's goals are and how your skills and experience make you a great fit.
- Recruit someone to help you practice interviews. You can use the questions in this book on page 45 as a guide. Prepare answers to common questions by using the **STAR** Method:

Situation: What is the context of your story? In setting the situation, you are telling your listener when or where this event took place.

Example: "Our supply room was disorganized. This was resulting in higher costs for the company because duplicate supplies were being ordered."

Task: What was your role in this situation?

Example: "I told my supervisor that I had an idea for organizing the supply room."

Action: What did you do?

Example: "I created a map and labeling system for the supply room. I labeled all of the shelves and created a map to show the staff where to find and return the supplies."

Result: What did your actions lead to?

Example: "My supervisor and co-workers really liked the process. It helped keep the supply room orderly, helped staff find what they were looking for quickly, and saved money by reducing duplicate ordering. The process is still being used."

- Re-read the job description for the position you are interviewing for. You may want to print it out and underline specific skills the employer is looking for. Think about examples from your experience that fit with what they are looking for in the job description
- Plan to arrive 15 minutes early for your interview. This may mean that you drive to the employer a few days before the interview or practice your bus route to make sure you leave yourself enough time to get there.
- Print copies of your resume to bring to the interview.
- Prepare questions to ask the interviewer. Remember, you need to see if this company would be a good fit for you, too. Questions you can ask include:
 - ▶ What do the opportunities for advancement look like for this position?
 - ▶ Do you expect the main responsibilities for this position to change in the next six months to a year?
 - ▶ What are the most important things you'd like to see someone accomplish in the first 90 days on the job?

Tips for during the interview:

- Arrive 15 minutes early.
- Bring copies of your resume.
- Treat everyone you meet with respect. This includes people you might see while walking in to the interview, and the receptionist. Even if they aren't the hiring manager, they may be asked for their feedback about you.
- Do not speak negatively about previous employers.
- Use appropriate body language. Non-verbal communication is an important tool to show that you are interested and engaged in the conversation during a job interview. The acronym **SOLER** can help you remember the different parts of effective body language.

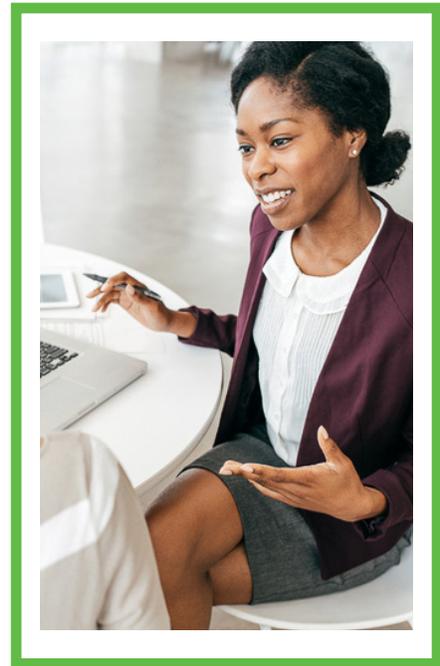
Square: Face the interviewer squarely. This means look straight at them, not to the side. This shows that you are involved and interested in the interview.

Open: Keeping an open posture means not crossing your arms and legs. Open postures make people feel engaged and welcome.

Lean Forward: Leaning forward indicates to the interviewer that you are interested in the conversation and are listening to what they have to say.

Eye contact: Using good eye contact shows that you are listening and are not distracted by other things that might be going on around you.

Relax: It is important to stay calm and relaxed in an interview. Avoid fidgeting. This shows that you are focused.



Tips for after the interview:

- Ask about the next steps. The employer may have other interviews, or they may want you to do a second interview. It's important for you to know about timeframe.
- Write a personalized thank you note for each of your interviewers. If you know who you are interviewing with, you can write these beforehand. If you don't, bring them with you to the interview and make sure you ask for business cards of your interviewers. Then, you can fill out the cards after the interview and leave them with reception. If you plan to email your thank you notes, do so within 24 hours of your interview.