



Preparing for the Interview

- Know the exact place and time of the interview, the interviewer's full name, the correct pronunciation, and the interviewer's title.
- Use the Internet to do some research on the company interviewing you. It will be helpful to know how old the company is, what its products or services are, where its plants, offices or stores are located, what its growth has been and what its growth potential is for the future. In addition to the company's web site, search out what has been written in the media about this company.
- Prepare the questions you will ask during the interview. Remember that an interview is a "two-way street." The employer will try to determine through questioning if you have the qualifications necessary to do the job. You must determine through questioning whether the company will give you the opportunity for the growth and development you seek.

Some probing questions you might ask . . .

- A detailed description of the position?
- Reason the position is available?
- Anticipated indoctrination and training program?
- Advanced training programs available for those who demonstrate outstanding ability?
- Earnings of those successful people in their third to fifth year?
- Company growth plans?
- The next step in the hiring process?

The Interview

You are being interviewed because the employer wants to hire people - not because he wants to trip you up or embarrass you. Through the interview process the employer will be searching out your strong and weak points; evaluating you on your qualifications, skills and intellectual qualities; and probably probe deeply to determine your attitudes, aptitudes, stability, motivation and maturity.



"Do's" and "Don'ts" During the Interview

1. **DO** plan to arrive on time or a few minutes early. Late arrival for a job interview is **never** excusable.
2. If the employer presents you with an application to complete, **DO** fill it out neatly and **completely**. **DON'T** relax and rely on your application or resume to do your selling for you. Most employers will want you to speak for yourself.
3. **DO** greet the employer by his or her surname if you are sure of the pronunciation. If you are not sure, ask for it to be repeated. **Give the appearance of energy as you walk**. Smile! Shake hands firmly.
4. **DO** wait until you are offered a chair before sitting. Sit upright in your chair. Look alert and interested at all times. Be a good listener as well as a good talker.
5. **DON'T** smoke even if the employer smokes and offers you a cigarette. **DON'T** chew gum.
6. **DO** look a prospective employer in the eye while you talk and listen.
7. **DO** follow the employer's leads, but try to get the employer to describe the position and the duties to you early in the interview so that you can relate your background, skills and **accomplishments** to the position.
8. **DON'T** answer questions with a simple "yes" or "no." Explain whenever possible. Tell those things about yourself which relate to the situation.
9. **DO** make sure that your good points get across to the interviewer in a factual, logical, sincere manner. Stress **achievements**. For example: sales records, processes developed, savings achieved and systems installed.
10. **DON'T** lie. Answer questions truthfully, frankly and as "to the point" as possible.
11. **DON'T** ever make derogatory remarks about your present or former employers or companies.
12. **DON'T** "over answer" questions. The interviewer may steer the conversation into politics or economics. Since this is a ticklish situation, it is best to answer the questions honestly, trying not to say any more than is necessary.
13. **DON'T** inquire about salary, vacations, bonuses or retirement on the initial interview unless you are positive the employer is interested in hiring you.
14. **DO** always conduct yourself as if you are determined to get the job you are discussing. Never close the door on an opportunity. It is better to be in a position where you can choose from a number of job offers rather than only one.