



LOOKING FOR A JOB: STEP BY STEP

PREPARE FOR INTERVIEWS

STEP 11

An interview is a meeting between the person applying for the job and the employer. The employer will be deciding if the applicant will be good for the job and the company. An interview is your chance to convince the employer to hire you.

Every interview will be different. Some will be long and others short. Some employers will be very friendly. Others will not. Most interviews usually go like this.

INTRODUCTION:

- Introduce yourself
- Smile and give a firm handshake (women, too!)
- Tell the interviewer why you are there
- Sit down when asked

WHO ARE YOU? The employer will always ask questions about you. Usually the questions cannot be answered by reading your application and /or résumé. You might be asked questions like these:

- Why do you want to work here?
- What can you tell me about yourself?
- What would you like to be doing in five years?
- What good work qualities do you have?
- What do you know about this company?
- Why should I hire you?

JOB INFORMATION: The employer will talk about the details of the job. Listen carefully during this time. You will want to know exactly what the job is about. Most likely you will learn about work duties, pay, hours, training, benefits (health and life insurance, retirement plans), vacation, and weekend/night work.

CLOSING: This is a good time to ask questions about any part of the job that is unclear. You might ask:

- What is a typical day like on the job?
- What kind of training will I receive?
- Who will be my supervisor?

Remind the employer of your good work qualities (Step 3). Finish the interview by saying THANK YOU and shaking hands. You may ask when you can call back about the hiring decision.

FOR EVERY INTERVIEW YOU SHOULD...

- learn about the company before you arrive for the interview; then you can tell the interviewer why you want to work there.
- plan your transportation, parking, and clothing ahead of time. GO ALONE!
- make a good impression (review Step 7).
- be friendly and eager to work.
- bring your fact sheet, résumé (if you made one – Step 9), a pen, Social Security card, and identification.
- NEVER: smoke or chew gum, be late, or miss an interview.