

LOOKING FOR A JOB

Prepare for Interviews

An interview is a meeting between the person applying for the job and the employer. The employer will be deciding if the applicant will fit the job. 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 shake hands (women, too!)
- Tell the interviewer why you are there
- Sit down when asked

WHO ARE YOU?

The employer will always ask questions about you. You might be asked questions like these.

- Why do you want to work here?
- What can you tell me about yourself?
- What good work qualities do you have?

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.

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?



For every interview you should...

- learn about the company and the job... then you can tell the interviewer why you want to work there
- plan your transportation, parking and clothing ahead... go alone
- look and be at your best
- be friendly and eager to work
- bring your fact sheet, resume (if you have one), a pen, Social Security card, identification
- NEVER: smoke or chew gum, be late, miss an interview ■

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