

THE JOB INTERVIEW

PREPARING AT HOME

If you have an interview with a company, you have probably already typed a cover letter, filled out an application, and stapled these to a resume. You have submitted them to the employer and they have scheduled an interview with you. You have taken the time to practice answering typical interview questions and you are ready to select what to wear. Remember to choose an outfit that is appropriate for the job. If you are applying to work as a mechanic, for example, clean jeans and a T-shirt would be appropriate. For a professional job, a shirt & tie or dress would be more appropriate. You do not want to smell of cigarette smoke or chew gum or candy during the interview. Be sure your teeth are clean and your breath is fresh.

BRING IMPORTANT DOCUMENTS

Even if you have already submitted your resume and application, it is not a bad idea to bring them with you to an interview. You will also want to bring your driver's license and social security card. If you have a portfolio of your work, bring that as well. If nothing else, it shows you are prepared.

THE INTERVIEW BEGINS WHEN YOU ENTER THE FRONT DOOR

Arrive ten minutes early. It shows that you have a good work ethic and gives you a chance to calm down. Smile. Introduce yourself to the receptionist and let him/her know why you are there. Be polite. Your interview has just begun whether you know it or not. Think through the questions you've practice answering at home.

INTRODUCTIONS

When the interviewer introduces him or herself, shake the interviewer's hand with a firm (not limp and not crushing) handshake, look into the interviewer's eyes and say, "Pleased to meet you, Mr. Smith. I am John Q. Student." Then give the interviewer a copy of your resume in case he or she does not have the copy you turned in with your application. Remain standing until you are shown where to sit down. Place your purse or briefcase on the floor next to your chair, not on the interviewer's desk. Your cell phone should have already been turned off and put away.

BODY LANGUAGE

An interviewer learn a lot about you by reading your body language. If you sit straight in the chair (or lean slightly forward), look alert, and answer the questions with enthusiasm, your body language will tell the interviewer that you are interested in the job and will be a good worker. Do not cross your arms. If you slouch, mumble your words, or ask the interviewer to repeat a question because you were not paying attention, the interviewer will wonder why you bothered to apply for the job.

ANSWERING QUESTIONS

Use correct English grammar to answer the interview questions. Do not use words that your friends would understand, but older people would not. Do not use slang such as "yeah," or "ya know," "nah," "ain't" or "cool." Be positive by letting the interviewer know that you want the job for other reasons than the money. For example, you might say that you have always enjoyed eating at the restaurant so you thought it would be a nice place to work. Or, since you like the style of clothing the company sells, you would love to work there.

ASKING QUESTIONS

When the interviewer asks you if you have any questions, it is a sign that the interview is about to end. You can show interest in the company by asking one or two questions such as “When would this job begin?” or “Is this a permanent or seasonal job?” or “Does the company have plans to expand?” Do not ask questions about sick leave, vacations, fringe benefits during the interview.

ENDING THE INTERVIEW

Stand up, look into the interviewer’s eyes, shake his or her hand, and say, “Thank you for the interview. When will you make your decision? May I call back at that time to find out your decision?” If you pass a receptionist on the way out, say, “thank you” to him/her.

SCORING THE INTERVIEW

<i>Directions:</i> Circle a score for each item below. Add up the total points in each column. Then add the columns together.	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Needs Improvement</i>	<i>Poor</i>
Firm handshake (not limp or too strong)	4	3	2	1	0
Introduction (eye contact, smile, says name)	4	3	2	1	0
Dressed appropriately for the job	4	3	2	1	0
Brought resume	4	3	2	1	0
Answer to question #1	4	3	2	1	0
Answer to question #2	4	3	2	1	0
Answer to question #3	4	3	2	1	0
Answer to question #4	4	3	2	1	0
Answer to question #5	4	3	2	1	0
Body language (sits up straight, eye contact, smiles, answers questions with enthusiasm, acts interested)	4	3	2	1	0
Ending the interview (shakes hand & thanks interviewer)	4	3	2	1	0
	Total:	Total:	Total:	Total:	Total:

Points Earned	What This Means	AVID Grade
39 - 44	You are an excellent candidate for the job. You got the job!	A
35 - 38	You did a good during the interview. You will be hired if other candidates don’t score higher than you.	B
0 - 34	I hope you get along well with your family. You may be living with them for a long time.	C- F