

Interview Techniques



PREPARE FOR THE INTERVIEW

- Research the Employer
- Know Job Requirements
- Find Out Where, When and With Whom the Interview is with
- Go on a practice run so you know exactly where you are going
- Practice Interview Questions
- Dress Appropriately

ARRIVING AT THE INTERVIEW:

- Don't be late! Anticipate traffic & parking - Arrive 10 minutes early
- Always be courteous, you never know who will be on the interview committee
- Introduce yourself to the receptionist
- Smile and give a firm handshake

DURING THE INTERVIEW

- Lean forward – show them you are interested!
- Watch your non-verbal communication
- Be sure to answer the questions completely
- Smile

DURING THE INTERVIEW

- Don't lie or exaggerate
- Keep a positive attitude
- Never talk negatively
- Make eye contact
- Ask questions

AFTER THE INTERVIEW

- Thank the interviewer/committee and give a firm handshake
- Send a handwritten thank-you

COMMON INTERVIEW QUESTIONS

- Tell me about yourself
- Name a strength and weakness
- Why should I hire you?
- Why do you want to work here?

INTERVIEW DO'S

- Do get a good night's rest
- Do arrive early
- Do have extra resumes
- Do dress the part
- Do turn off your cell phone
- Do make eye contact and smile

INTERVIEW DON'TS

- Do not arrive late
- Do not chew gum or candy during interview
- Do not bring anyone with you
- Do not ask about salary or benefits
- Do not say anything negative about a previous job or employer

Resources in the Career Resource Center

- Many reference books and videos to provide guidance and examples
- Career Resource Center Website
<http://www.hccfl.edu/ssem/career-center.aspx>

Visit or Call The Career Resource Center For More Information

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The Career Resource Center

