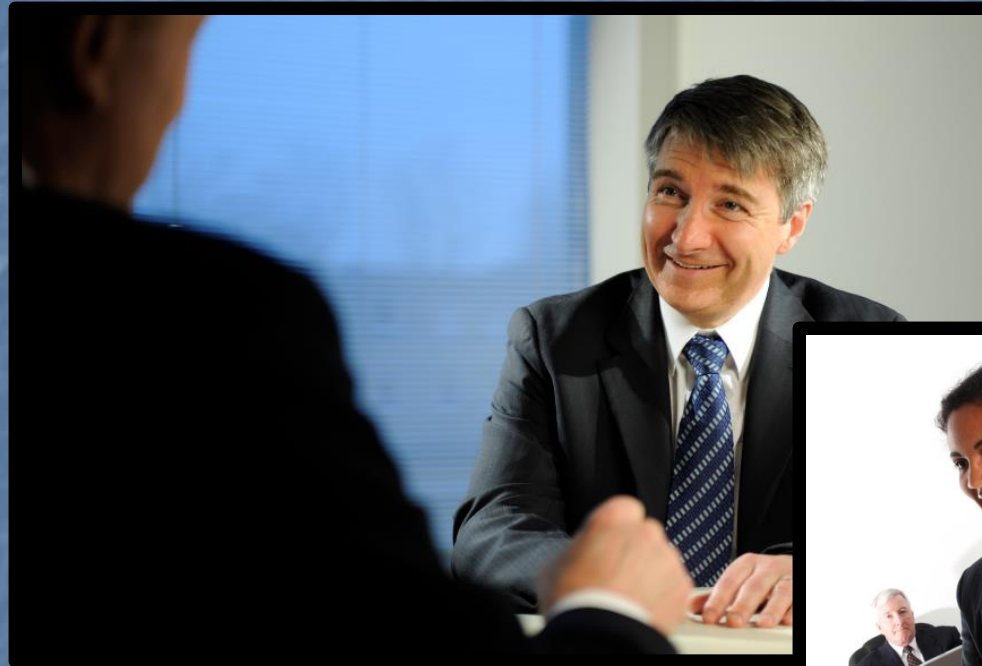


# Interview Techniques



# 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

# The Career Resource Center



**THANK YOU**