



## DRESS FOR SUCCESS

- You can never be too conservative!
- Dress one step above the business attire at the interview site.
- Make sure everything is clean, washed and pressed.
- Shower, shave, trim and groom hair, manicure hands & nails.
- Avoid excessive jewelry. Nothing big, dangling or colorful.
- Remove other body piercing.
- Nothing too bright in color. Solid colors are best (blue, tan, black, etc.)
- Watch the perfume/cologne/aftershave.
- No smoking before the interview.
- Modest make-up.
- Try on interview outfit and practice sitting.

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### Pre-Interview Checklist

- Attitude – do I have a positive upbeat attitude?
- Outfit – overall, do I look neat and conservative?
- Arrival Time – have I allowed ample time to get there? Do I know where to park?
- Paperwork – do I have extra resumes, list of references, letters of recommendation, etc.
- Personal Items – license, money, watch, social security card.
- Transportation – have I planned my transportation?
- Personal Appearance – look in the mirror!!



## Successful Interviews

Make the best impression possible during job interviews. Here are some tips:

1. Research the employer so that you know all that is possible about their company, the position and the interview process. Ask questions!
2. Prepare mentally to sell yourself as a product. Consider what your strengths are for this position and be able to communicate your qualifications and skills for the job.
3. Review the list of possible interview questions. Actually verbalize responses to each question. Practice!!!
4. Go to the interview alone. Plan to arrive a few minutes early, but not too early!!
5. Be neat and wear clean clothes. Don't chew gum. Dress suitably for the kind of work you are seeking.
6. Have your social security number, proof of age, employment and school records, driver's license, and references with you.
7. Be alert during the interview. Sit up straight and answer questions in a businesslike manner.
8. Be a good listener. Pay close attention to each question and be sure you understand what is being asked. If you are not sure, ask the interviewer to repeat or clarify.
9. Emphasize what you can do. Show interest and say you are willing to learn. Don't apologize for what you can't do.
10. Don't be afraid to ask questions, but don't ask about the pay or other benefits until you are offered a job.
11. Don't argue with the employer or try to get sympathy. Don't complain about previous employers, co-workers, or jobs.
12. If you aren't hired during the interview, ask when a decision will be made. If you don't hear from the employer, you may make a phone call to find out the status of the job. Always be polite.
13. Thank the employer for the interview and say you hope to get the job.
14. Follow up with the person you interviewed with! Send a thank you note.



## TEN WAYS TO FIND 20 EMPLOYERS

### Networking

Talk to the people you know. Ask your family, friends, relatives, teacher, neighbors, classmates, and counselors if they know of any employers who hire people with your occupation. Referrals land more jobs than any other method.

### Community Agencies:

If you are a veteran, woman, minority, a teenager, a senior citizen, disabled, ex-offender, or handicapped, you have dozens of community agencies that would like to help you find out who they are. Contact your city government, Job Service office, church, synagogue, or public library for information.

### Job Fairs:

The Chamber of Commerce, Job Service, colleges, business associations, large corporations, and high schools often sponsor job fairs or career days. Look for announcements in the newspaper or call to see when job fairs are being scheduled. At these fairs you'll get to meet employers, learn about their companies, and see where you might fit in.

### Job Service:

There are about 2,000 state employment offices around the country. They help job hunters find employment and they help employers find workers. You can check the computerized Job Bank to see what job opportunities are available. You can also discuss your goals with a trained staff member who will provide counseling and arrange interviews with employers.

### Newspaper Want Ads:

The help-wanted section of your newspaper can be used to spot the job you're looking for. It can also be used to spot which companies are hiring. Don't be afraid to approach a company that's hiring--it doesn't matter that they aren't advertising for your particular occupation. What matters most is that they are hiring people.

### Trade Directories:

If you're looking for a job in a specific industry, go to the library and ask the librarian to help you find the trade directories. Directories list all the businesses in a certain industry. There are directories for hospitals, publishers, banks, department stores, computer companies, and just about any other industrial group you can think of. Practically every occupation has its own trade journal or magazine. There's a journal for nurses, teachers, writers, bankers, lawyers, auto mechanics, engineers, and so on. Check your library to see if they subscribe to a trade journal for your occupation. Most have a help-wanted section.

### State Indexes:

Most states publish indexes of all the registered businesses in their state. The index to manufacturers would list all the textile, plastics, computer, appliance, and other manufacturers. The index to retail firms would list all the department stores, pharmacies, restaurants, gas stations, and other retailers. The index to service firms would list all the banks, barber shops, hospitals, law firms and so on. Check your

library to see if your state publishes indexes of the businesses in your state.

### Local Businesses:

If you want a job in your own hometown, check the membership lists of your local Chamber of Commerce. You might also check with your city or country government for a list of businesses in your neighborhood.

### Yellow Pages:

The Yellow Pages of your telephone book is another good place to check for prospective employers. You will get a cross-sectional view of all the businesses in your area, plus a breakdown of businesses by their specialty (beautician, auto repair, veterinarian, and the like).

### Internet:

Whether you are looking for a job locally, nationally, or internationally, the internet has thousands of job banks and employer information. Many companies list employment opportunities on their homepage. Search by company, location, or job title to find the many sites available to you.

### Why 20 Employers?

It's a numbers game. If you market yourself to 20 employers at one time, you should land one job interview.

Statistically, you should expect a five to six percent success rate. Five percent of 20 employers is one.

Market yourself to less than 20 employers and your success rate will be less than one--zero.

## Questions Often Asked in Interviews

Many people perform only passably in interviews. The cause is almost always lack of preparation. Since nearly every conceivable question can be anticipated, *you will gain a real edge over others through preparation.*

Below are some questions which are frequently asked or cause great difficulty for interviewees. Write each question on a sheet of paper and then briefly list the points you would like to make in response to them. In some instances, be prepared to give short examples.

### Selling Personal Strengths

- Tell me about yourself.
- What is your greatest strength?
- What can you offer us that someone else can't?
- What are your three most important career accomplishments?
- How would you describe yourself?
- Why should I hire you?
- Describe the biggest crises in your life.
- What is unique about you?
- How would your supervisor describe you?
- Rate yourself on a scale of 1-10.
- How have you benefited from disappointments?

### Overcoming Negatives and Objections

- What is your greatest weakness?
- Have you ever been fired or asked to resign?
- Why have you changed jobs so frequently?
- Why have you been out of work so long?
- What is the biggest mistake you ever made?
- What didn't you like about your last job & why?

### Personal Factors

- What are your career goals?
- What do you really want to do in life?
- What personal, non-job related goals have you set for yourself?
- Are you willing to travel?
- How do you feel about overtime?
- What have you learned from your past mistakes?
- What do you think determines a person's progress with a good company?
- Who has exercised the greatest influence on you? How?
- What public figure do you admire most and why?
- What are your primary activities outside of work?
- What qualities do you most admire in people?
- What have you done to increase your personal development?
- What was the last book you read?

## TEST YOUR INTERVIEW SKILLS

Will you handle yourself properly during the job interview?  
Rate yourself using the checklist below. You must answer all 30 questions.

### How You Look

	<u>Yes</u>	<u>No</u>	<u>Not Sure</u>
1. Clothing clean and well-pressed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Clothing conservative in style and color appropriate for applying for a job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Body clean and fresh from odor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Hair trimmed, clean, and combed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Shoes clean and polished?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### How You Will Act

	<u>Yes</u>	<u>No</u>	<u>Not Sure</u>
6. Greet interviewer with a smile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. State your name proudly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Shake interviewer's hand firmly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Sit only when asked to do so?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Look interviewer in the eye?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Listen carefully to what the interviewer says?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Take the time to think questions through before answering?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Place your gloves and purse on the floor beside your chair, rather than on the interviewer's desk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Emphasize what you could do for the firm, rather than what the firm could do for you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Speak well of previous employers and associates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Refrain from arguing with the employer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Show your desire of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Planning and Placement

	<u>Yes</u>	<u>No</u>	<u>Not Sure</u>
18. Will be open to new ideas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Will be courteous and tactful?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Will be enthusiastic about school, work, and life in general?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Ask questions about the job and the company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Demonstrate your sense of humor (if situation is appropriate)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Will be prepared to tell the employer how you could be of benefit to the company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Will not lie or exaggerate your qualifications or experiences?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Emphasize what you can do, not who you know?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Will not chew gum, smoke, or eat candy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Stick to the point and the questions briefly, but completely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Will be on time for the interview?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Thank the interviewer for their time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Thank the receptionist or secretary for being helpful before leaving?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Interview Evaluation Form

Interviewer \_\_\_\_\_

Interviewee \_\_\_\_\_ Job Title \_\_\_\_\_

1=Poor; 5=Excellent

- |     |  |   |   |   |   |   |
|-----|--|---|---|---|---|---|
| 1.  | Arrives on time (5-10 minutes early).  | 1 | 2 | 3 | 4 | 5 |
| 2.  | Appropriate, confident greeting.   | 1 | 2 | 3 | 4 | 5 |
| 3.  | Maintains good eye contact.  | 1 | 2 | 3 | 4 | 5 |
| 4.  | Appears to be confident and comfortable.                                       | 1 | 2 | 3 | 4 | 5 |
| 5.  | Nonverbals (facial expressions, posture, gestures) complement verbal messages. | 1 | 2 | 3 | 4 | 5 |
| 6.  | Speaks in a normal tone, easily understood.                                    | 1 | 2 | 3 | 4 | 5 |
| 7.  | Doesn't display nervous or distracting mannerisms or gestures.                 | 1 | 2 | 3 | 4 | 5 |
| 8.  | Appropriate responses to questions.  | 1 | 2 | 3 | 4 | 5 |
| 9.  | Effectively describes skills and abilities.                                    | 1 | 2 | 3 | 4 | 5 |
| 10. | Displays interest and good listening skills.                                   | 1 | 2 | 3 | 4 | 5 |
| 11. | Knowledge of company and position.   | 1 | 2 | 3 | 4 | 5 |
| 12. | Maintains and displays positive attitude.                                      | 1 | 2 | 3 | 4 | 5 |
| 13. | Uses appropriate language.   | 1 | 2 | 3 | 4 | 5 |
| 14. | Asks well-prepared questions.  | 1 | 2 | 3 | 4 | 5 |
| 15. | Dressed appropriately.   | 1 | 2 | 3 | 4 | 5 |
| 16. | Effectiveness of portfolio (resume, cover letter, application form).           | 1 | 2 | 3 | 4 | 5 |
| 17. | Closes interview appropriately – thank you and a handshake.                    | 1 | 2 | 3 | 4 | 5 |
| 18. | Overall evaluation.  | 1 | 2 | 3 | 4 | 5 |

\*\*Prepare and send thank you letter; follow up with a phone call within the week!