

# Interview Preparation Guidelines

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## Pre-Interview:

1. Prepare a resume.
  - a. Keep your resume to one page, if possible.
  - b. Print resume on professional bond or plain paper.
  - c. Remember that resumes are often used to narrow applicants for interviewing and is often the first impression an employers has of you.
2. Have a reference write a letter of recommendation to the employer.
  - a. Having a potential employer hear a good thing about you never hurts. Especially from another source.
  - b. Ask a past employer, teacher, or coach to write about your positive qualities.
3. Learn as much as you can about the company that you are interviewing with before the interview.
  - a. Search the internet.
  - b. Ask someone who works there.
  - c. Know what job/jobs you are interviewing for.
  - d. Know what kinds of career opportunities are available.
4. Fill out a sample job application. Typical sample applications include:
  - a. Personal information: address, phone number, social security number, date of birth.
  - b. Educational information: schools attended, dates attended and course of study.
  - c. Past employment: names of companies, dates employed, supervisor's name, rate of pay, reason for leaving, company phone number, references along with their contact information (make sure to notify the references ahead of time).
5. Practice interviewing.
  - a. Interviews are the chance for the employer to learn more about you, your experience, education and why you want to work for them.
  - b. Have prepared answers to common questions such as:
    - i. Tell me about yourself.
      1. Prepare a brief snapshot of you including why you are qualified and your future goals.
    - ii. What is your greatest strength?
      1. Don't say everything. 😊 Choose a strength that would be useful in the job position you are interviewing for.
    - iii. What is your greatest weakness?
      1. Say something. Be honest but then tell how you are working to overcome the weakness.
  - c. Video yourself being interviewed.
6. Know how to get to the interview location. If needed, go to where the interview is to be held the night before so you know where it is and how long it takes to get there.
7. Purchase thank you cards.

### Interview:

1. Go to the interview by yourself.
2. Turn off your cell phone or leave it at home or in the car.
3. Be prompt. Report to the designated location 10 minutes prior to the scheduled interview time.
4. Show up well-groomed and suitably dressed. A good rule of thumb is to dress one level above the dress standard for the job you are interviewing for.
5. Bring a copy of your resume and even a letter of recommendation. You can refer to these during the interview. Leave everything else in your car.
6. Shake the interviewer's hand and look them in the eye. Sit up in your chair, be attentive, don't fidget and don't say things like "I'm so nervous". Use proper grammar and avoid slang and filler words.
7. Answer questions directly and truthfully. Never talk poorly about past employers.
8. Be well mannered.
9. Be enthusiastic and cooperative. SMILE.
10. Have some well thought out questions you can ask based on your research of the company. A good question is to ask about the potential of moving up within the company.
11. Thank those participating in the interview process.

### Post Interview:

1. Complete a thank you card. A simple note of one or two lines is sufficient. Only 10-20% of people actually take the time to do this. This provides an advantage over the other 80-90% and presents your name again.
2. Before accepting the position, ask about shift and wages. Be realistic in respect to shift and wages.

### Sample Interview Questions:

1. Tell me about yourself.
2. Why are you seeking this position?
3. Why do you want to work for our company?
4. Do you have any experience in this type of work? If so, when and where?
5. How do you feel about working weekends?
6. What motivates you?
7. Explain a time you had difficulty working with another person.
8. What is your greatest strength?
9. What is your greatest weakness?
10. If I were to call your last boss, what would they tell me about you as a worker and as an individual?
11. How well do you work in team settings?
12. Why should I hire you for this position?
13. Any questions?