



Interview Tips

BEFORE THE INTERVIEW:

1. Research the company
 - It shows you went the extra mile. If you can work facts about the company into the interview they will be impressed!
2. Map your route
 - Know how you're going to get there and how long it will take. This will prevent you from being late
3. Dress to impress!
 - Wear a nice pair of pants (no jeans), a button up shirt and dress shoes.
 - You should not be showing any skin or your boxers!
4. Bring extra copies of your resume/references
 - You never know how many people may be interviewing you
5. Bring a pen and paper
 - Taking notes during an interview shows you're engaged and it only benefits you. If they mention what kind of schedule they want you to have, job responsibilities, etc. that is something you'll want to have written down for future reference

DURING THE INTERVIEW:

1. Introduce yourself with a firm handshake, good eye contact, and a smile! **TURN OFF YOUR CELL PHONE!**
2. Be aware of your body language: try not to slouch, fidget, or fold your arms. **TRY TO AVOID:** "yeah" "nah" "umm" "like" and slang (or swears!)
 - If you're nervous, pause for a moment, sip water, take a breath, and don't panic!
3. Be prepared to discuss experiences/skills/achievements listed on your resume **AND** how they may relate to the job you're interviewing for
4. Have questions prepared to ask the interviewer

AFTER THE INTERVIEW

1. Send an email thanking them for their time (1-2 days after the interview)
2. Follow-up (1-2 weeks after the interview)
3. Check your email **DAILY!!!**
4. Check your voicemail
 - This means you should have a professional voicemail set-up. I.E. "Hi you've reached (Your Name) . I can't get to the phone right now. Please leave your name and number and I'll get back to you."



Sample Interview Questions

1. Tell me something about yourself.

Hint: Why are you there? What skills do you have? Showcase your accomplishments. What are your future plans – why does working here help you achieve your plans?

2. What are your plans for the future?

Hint: Where do you see yourself in five years? How will this job help you achieve those plans? In other words: how might the skills and experience you gain working there help you get where you want to be

3. What are your strengths?

Hint: Identify two-three strengths and explain each strength with an example.

4. What are your weaknesses?

Hint: Don't address the question as a weakness but an area of improvement!

5. Tell me about a time you had to use teamwork/communication skills.

Hint: Identify a situation from a school assignment/project or old job where you had to use the skill.

6. Give an example of a challenge that you have faced?

Hint: Identify a problem you've faced and provide some examples of the steps you took to resolve that challenge.

7. Why should I hire you?

Hint: What makes you different from everyone else that has interviewed for the job? What characteristics/traits do you have that would be valuable to a supervisor, coworker and the company?

****Always elaborate on each question and relate it back to the job****

EXAMPLE FOR INTERVIEW AT DAYCARE:

Q: What are your strengths?

A: I am good at prioritizing tasks and working in a team to make sure all tasks get done. If one child needs to go down for a nap and the other needs to use the restroom I would take one child to use the bathroom and ask my coworker to help the other child get ready for a nap

Explanation: I answered the question, I elaborated, and then I related it back to the job.



Illegal Interview Questions

- What is your religious affiliation?
- Are you pregnant?
- What is your political affiliation?
- What is your race, color or ethnicity?
- How old are you?
- Are you disabled?
- How's your health?
- Are you married?
- Do you have children or plan to?
- Are you in debt?
- Do you socially drink or smoke?
- Have you ever been arrested?

If asked an illegal question, you have four options:

1. Respond to the intent of the question.
 - Ask them to clarify relevance of question to potential job.
2. Refuse to answer the question.
 - Tell the interviewer that the question doesn't seem to be legal or relevant to the specific requirements of the job.