

Job Interview Tips

The dreaded interview perhaps the most hated part of the job application process, but also the most important. There are several key points to remember before you are interviewed:

What should I wear?

A picture is worth a thousand words-and so is your appearance. Your interviewer gets much of his/her first impression from your appearance.

- Wear nice clothes and use your judgement on how dressy they should be.
- If you're unsure, dress conservatively in "Western Business Attire" (i.e. coat and tie for males, suit or dress for females.)
- Hair should be neat and any perfume/cologne should not be overpowering.

How should I act?

First and foremost, be honest-don't try to act like someone you're not. However, there are a few guidelines on how to act:

- Have a positive attitude and be optimistic.
- When asked a question, be thoughtful. You don't have to shoot off an answer right away; brief reflection leaves an impression that you have good judgment.
- Look your interviewer in the eye; it conveys honesty.
- Pay attention to the interviewer. Listen closely to the question being asked.
- Be diplomatic, polite, and articulate.
- Use a nice, firm handshake. Be self-confident.

What will I be asked?

Questions vary from interview to interview, but there are some typical questions that are almost always asked. Prepare answers prior to the interview, think of examples to backup each answer.

- Why are you interested in this job?
- Why do you think we should hire you?
- Describe your previous work experience.
- What are your Strengths? Weaknesses?

Anything else I should do before the interview?

- Get yourself prepared.
- Make sure you are familiar with the employer/company/location/products.
- Think of questions about the job and employer you may have.
- Practice interviewing with a parent, friend, teacher, or guidance counselor.
- Be well-rested beforehand.
- Be prompt.

What should I do after the interview?

- Wait several days before contacting the employer about the status of your application. (If the employer indicated a period of time in which you would be contacted, wait until it is over).
- While you are waiting to hear, apply for other jobs and obtain more interviews.