

THE INTERVIEW

The goal of an interview is to generate an offer of employment. Most interviews are still conducted face to face. However the same rules apply to video and phone interviews as to on site interviews: Be prepared for the interview; remain enthusiastic and positive; show interest in the employer organization and ask for the job. (You will decide after you get the offer whether or not to accept it.)



Preparation

- Research the company before the interview and develop one or two questions to ask during the interview which shows your interest and enthusiasm
- Prepare your elevator speech. You must be able to sell yourself in the time it takes to ride up in an elevator with a stranger. Ask your family and friends to help list your accomplishments. Write down three features that will make the employer want to hire you, so that you will remember to use them during the interview.
- Dress neatly. Let your dress show where you hope to go within the new organization. Avoid overpowering scents or showing excessive skin.
- Arrive on time. Call if you can't make the appointment.
- Bring data expected on application forms such as dates, salary amounts, and reference phone numbers.



The Appointment:

Be professional. Remember that your conduct at the interview will predict your performance on the job. Do not bring family, food, or active cell phones. Follow directions in filling out paperwork and ask for help if you don't understand any questions.

- Shake the hand of the interviewer firmly.
- Maintain eye contact
- Sit attentively during the interview
- Be honest
- Don't blame others (or your age)
- Explain difficulties in your work experience (such as a major illness, or being terminated) with a positive result: "I have been released for full duty"; "Since then I have my own car and I now have 100% attendance."
- Ask for the position