

Interviewing Tips

1. Always take extra resumes with you as you may be interviewed by more than one person. (When you are called for an interview, it is permissible to ask who will be present at the interview.)
2. Take a complete list of the following with you.

Jobs, including the following information

- 9 dates of employment (month and year)
- 9 company address and phone number, including city and state, zip code, and area code
- 9 job title
- 9 job description
- 9 major duties
- 9 salary
- 9 supervisor's name and phone number
- 9 explanations for why you left each job
 - if you were fired, then be able to state a reason, or ask that the supervisor from that job not be contacted (but be prepared to explain personality conflict, boss hired her brother, etc.)
 - explanations for any gaps in employment (returned to school, went on a study tour)
 - do **not** volunteer any information that might be construed as negative

Education

- 9 name and address of college
- 9 dates of attendance
- 9 degrees earned
- 9 GPA (optional)
- 9 courses pertinent to job applied for
- 9 organizations, offices held, volunteer work, etc. with dates
- 9 additional training you have had (seminars, classes **not** related to your major/minor)

References

- 9 work related and personal (college, organization, church)
- 9 full names, addresses, and phone numbers
- 9 occupation and title of reference

Historical information

- 9 addresses where you have lived and phone numbers

- 9 your permanent address, phone number, e-mail address, fax number

Personal information

- 9 emergency information (whom to contact, etc.)
- 9 driver's license number
- 9 social security number
- 9 your address and phone number (write it down, or you may forget it!)
- 9 hobbies or interests you have that might benefit your prospective employer (playing video games does not count, unless video game player is the job description)
- 9 volunteer work and skills acquired (sometimes volunteer experience can be as important as work experience)

Company job applications will ask questions that you never dreamed would be asked. It is better to have more information than you need, than to spend 20 minutes in a human resources office trying to remember your supervisor's name from three years ago.

NOTE: Dates are important. Knowing dates shows that you are an organized and methodical person. The month and year are sufficient in most cases.

When you are engaged in the great job hunt, you need to be prepared at all times for an interview.

- have an interview suit clean, pressed, and ready for action.
- always have a sufficient supply of resumes and associated materials
- keep a list of jobs you have applied for so that you can respond quickly to a phone call about an interview
- when answering the phone, always sound pleasant and enthusiastic it may be the call from a prospective employer
- have your company research completed before you apply for the job, or shortly thereafter
- practice mock interviews with friends so you will be prepared for the real thing
- be prepared to answer difficult or embarrassing questions
- at all times keep a **Positive Mental Attitude!!!**

When arriving for an interview, remember that you are on from the time you arrive outside of the building until you are on your way home. The person you cut off in the parking lot, or sneezed on in the elevator, may be the person who is going to make the final decision about hiring you.

- arrive on time or a little early. (If you can, do a practice run so you know where the office is located and how long it will take to get there then add

extra time in case of traffic or other problems.)
be friendly and respectful to everyone. (The janitor or receptionist may be a highly respected judge of character and have an indirect input into hiring. Always display your best manners in speaking and acting.)
dress professionally. (You may be interviewed on casual Friday, but you are expected to be attired appropriately for an interview.)
breathe deeply to remain calm. (Bring a joke book or a novel to read while you are waiting. It will reduce anxiety by taking your mind off of the impending interview. You may want to disguise your book if you feel it may not be acceptable.)
always wait to be invited to sit, as it shows respect.
small talk is acceptable with employees, as well as the interviewer, as long as you are not keeping employees from their work.
repeat the interviewer's name and use it frequently during the interview.
use proper grammar and speak clearly.
SMILE and RELAX!!!!!!