



Tips for Interviewing

“Remember, you do not get a second chance for a first impression”

Before the interview:

- Do research on the company you are about to interview with. (If possible, review their website)
- Create a list of questions that you plan to ask the employer during the interview.
- Practice a mock interview with a friend or other individual.

At the interview:

- Show up early for the interview
- Do not bring a friend with you to an interview
- From the moment you walk through the door of the company, act professionally.
- Don't babble. Answer all questions in complete sentences.

After the interview:

- Write a thank you note or email to your interviewer. Make reference to something specific that was discussed during the interview.

Be prepared to answer the following questions during an interview.

Regarding yourself:

Tell me about yourself
Why should we hire you over someone else?
Do you have any weaknesses?
What are your greatest strengths?
What are your career goals?
Where do you see yourself in five years?
Can you work under pressure or tight deadlines?
What do you look for in a job?

Regarding the job you are applying for:

How did you hear about this position?
What do you know about our company?
Why do you want to work here and when are you available?
What kind of hours would you like to work?
What salary do you expect if we offer you the position?

Regarding your previous job:

How much were you absent from your last job?

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Why did you leave your last job?
How would your previous boss describe you?

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