

Interviewing

Pre-interview checklist

Attitude

I am thinking positive.

I know what I can offer to this company.

Physical appearance

My dress is professional and clean.

I have dressed one step above the position.

I am aware of the power of first impressions

My hair is brushed.

My breath is fresh.

I smell clean.

Materials

I have copies of my résumé

I have completed the application

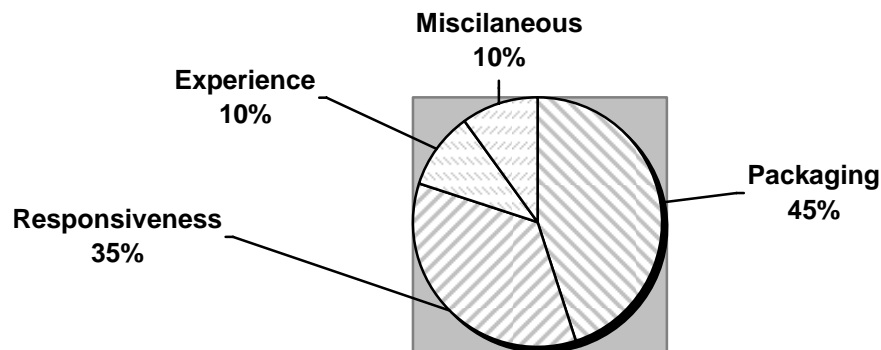
I have a pen.

I am prepared with questions.

Time

I am early.

What determines success in an interview?



Introduction

Use the interviewer's name.

Shake Hands.

Introduce yourself.

Offer your résumé and/or application.

Closing

Use the interviewer's name.

Thank the interviewer.

Shake hands.

Use a strong closing: "I look forward to hearing from you soon."

Interviewing

Questions to Prepare for During Your Interview

Why don't you tell me a little about yourself?

This question is generally asked to start the interview. It is a way for the interviewer to briefly get your background information as well as to judge your general appearance and response time.

Why did you choose to interview for this position?

You need to know about the position that you are applying for.

What do you know about this company?

Make sure you do some research about the company. It is expected that when you go into an interview you know some information about the company as a whole as well as information about the specific position.

Where do you see yourself in 5 years?

This question helps an interviewer evaluate though and response time, planning and poise. It also can be used to find loyalty in a future employee.

What are some of your strengths?

Prepare for this question. Know your strengths and practice delivering your strengths in a strong positive manner.

What is your biggest weakness?

We all have weaknesses, but we do not necessarily have to admit to them. The best way to approach this question is to start with a weakness and turn it in to a strength. "You may consider my lack of experience to be a weakness, but I disagree. Although, I may not have the experience that others applying for this position have; I am eager and easily trained. I am a fast learner and am constantly looking to improve on my skills. My lack of experience is the driving force behind my determination."

How do you handle pressure?

The pace on most jobs moves very fast and multi-tasking is a necessity. Understand some key words that convey that you can handle stress in an appropriate and professional manner.

What can you do for this company?

This is another question where your strengths come in to play. If you have already discussed your strengths in your interview, use examples from past employment.

Do you have any questions?

Have some questions prepared for in advance. This will show that you care about the position which you are applying for.

Do you have anything that you want to add for consideration?

This gives you another opportunity to brag on yourself. Highlight strengths, skills or other abilities that will help you perform in the position that you are applying for.

Practice Interview

Greeting and Introduction

Tell me what you know about our company.

Tell me what you know about the position.

Where do you see yourself a year from now?

Where do you see yourself in five years?

What are some of your strengths?

What is your biggest weakness?

Do you prefer working alone or with others? Explain.

What do you think was your greatest contribution to your last job?

Do you have any questions about the internship?

Do you have anything else that you would like to add for consideration?

Practice Interview Checklist

Did the applicant . . .	Needs Improvement	Good Job	Excellent
Smile?			
Use an appropriate introduction?			
Shake Hands?			
Use the interviewer's name?			
Maintain appropriate eye contact?			
Appear neat and clean?			
Respond to questions?			
Exhibit enthusiasm about working?			
Have a positive attitude?			
Comments:			

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JANE DOE



April 23, 2006

Mr. Dan D. Lyon
Human Resources Director
Technologies Inc.
Metropolis, Texas 70000

Dear Mr. Lyon:

Thank you for the opportunity to interview yesterday. I believe that my skills, determination and work ethic will greatly add to your team environment. If you have any questions that I may assist you in, please feel free to contact me. I look forward to contributing to your magnificent company.

Sincerely,

Jane Doe

Jane Doe
1234 Road Avenue, Apartment 567
Metropolis, Texas 70000
(890)123-4567