

## INTERVIEW ESSENTIALS HANDOUT 1 – BEFORE, DURING AND AFTER

### **Preparation - Two to three days before the interview**

- I have collected information about the business.
- I know the first and last name of the person(s) who will be interviewing me.
- I know why I want to work for the business.
- I have read through "Some Common Interview Questions".
- I have prepared some answers to common interview questions. I know how I am going to answer these questions and/or I have created a cheat sheet.
- I have prepared a list of questions that I would like to ask the interviewer.
- I have an up-to-date resume with complete references ready to take to the interview.
- I know exactly where the interview will take place and how long it will take me to get there.
- I have decided what to wear to the interview.
- I have scheduled a full night's sleep before the interview.

### **The Day of the Interview**

- I have a copy of my resume, references, and letters of recommendation.
- I have paper and pen for notes and have my cheat sheet and/or my list of questions.
- I have paid special attention to personal hygiene and my choice of clothing.

### **The Interview - Travel time and Arrival**

- I am leaving early in case of traffic jams or unforeseen problems. I do not arrive more than 10 minutes early.
- I am relaxed, friendly and business-like with everyone I meet.
- I introduce myself to the receptionist, and confirm my appointment.
- I have turned off my cell phone.

### **The Interview - Setting the scene**

- I greet the interviewer by name and shake their hand.
- I maintain positive body language. e.g. I don't cross my arms and I maintain eye contact

### **The Interview - Exchanging Information**

- I stay on topic and ask for clarification where necessary and when appropriate.
- I use specific examples rather than general statements when giving information about my education, training, transferable skills, and work experience.

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### The Interview - Conclusion

- I ask any suitable questions that have not already been answered.
- I summarize, with enthusiasm, my interest in the position and the business.
- I state my appreciation for the interview.
- I confirm, if already noted, their response date. If this date is not definite, I make arrangements to contact them.
- I shake hands if appropriate and say goodbye.

### Interview - Follow-up

- I stay home the day they said they would call.
- If I have arranged to call them back on a certain date I make sure that I have reviewed my telephone protocol.
- I write and send the interviewer(s) a thank-you letter.
- If offered a position I give them a written answer (whether it is to accept or to decline) within the week.

### What NOT to do

- Arrive late
- Bad mouth former bosses and coworkers
- Give answers that are typical “I am a team player” or seem insincere
- Talk about personal problems or appear to be dishonest
- Giving negative answers all the time
- Not prepared
- Dress inappropriately
- Talk too much
- Not talk enough
- Have fuzzy facts or information
- Not enthusiastic about the opportunity