

INTERVIEWING/KEEPING A JOB

Use the following questions as a guide in preparing for your job interview.

INDIVIDUAL NEEDS:

1. Are you appropriately dressed and groomed?
2. Do you have the necessary information to complete any forms they may ask you to complete?
3. Do you have a pen, pencil, small notebook, and other work tools, if needed?

KNOWLEDGE OF ORGANIZATION:

1. What is the job opening? Under what conditions is the job performed?
2. What is the overall objective of the company?
3. What important questions do you want to ask? Write the questions on paper.
4. Do you know the location of the interview? Do you know how to get there? Do you know how much time you need to reach the location?

POSITIVE FRAME OF MIND:

1. Are you in a pleasant mood?
2. Are you prepared to show interest in what the interviewer will say?
3. Are you prepared to listen?

INTERVIEW TIPS

ARRIVAL:

1. Be prompt. Arrive about ten minutes early.
2. Be pleasant in greeting and waiting.
3. Do not chew gum or smoke.

INTERVIEW:

1. Introduce yourself. Wait for the interviewer to invite you to be seated.
2. State your purpose and give resume or personal data sheet, if appropriate.
3. Supply brief, accurate answers, but do not limit answers to yes or no. Be prepared to answer some broad, general questions, such as: "Why do you want to work for this organization?" and "Where do you plan to be in your career in five years?"
4. Determine what you can contribute to the organization before discussing any benefits offered by the company.
5. Do not volunteer negative information.
6. Be attentive, alert, and interested. Be a good listener.
7. Do not show impatience or displeasure.
8. Do not monopolize the interview.
9. Display confidence, but not cockiness.
10. Thank the interviewer for his/her time.

FOLLOW UP:

Write a letter of appreciation to the interviewer, by name, expressing your thanks to the company.

THE BOTTOM LINE:

Employers want to know :

1. What you can do for their company?
2. Do you really want to work for the company?
3. Why would they want to hire you?

APPEARANCE

Appearance is a major factor in an interview. The employer's first impression of an applicant's appearance may overshadow, either positively or negatively, all other aspects of an interview.

Applicants should plan their clothing well in advance of an interview. Careful attention should be given to the following points in grooming:

1. Clothing should be appropriate for the job being sought. Dress simply.
2. Clothing should fit correctly, be in good repair, and be neatly pressed.
3. Shoes should be clean and polished, if appropriate.
4. Hair should be clean, neatly cut, and well groomed.
5. Hands and nails should be clean and well groomed.

Specific tips for males include the following:

1. Wear socks that match the pants and/or shirt.
2. Wear shirttails tucked inside of your pants.
3. Be clean shaven. If beards are worn, they should be neat and properly trimmed.
4. Avoid use of excess jewelry.

Specific tips for females include the following:

1. Wear stockings that fit well and that are without runs.
2. Be conservative in use of make-up and perfume.
3. Be conservative in use of jewelry. Avoid wearing dangling types of jewelry.

Special appearance problems, such as weight, skin conditions, or other physical conditions, should be minimized, if possible. The general appearance one makes through neatness and cleanliness helps to minimize such problems.

KEEPING A JOB

1. Get off to a good start with a job you enjoy.
2. Know and meet the employer's expectations.
3. Follow company rules.
4. Find your niche in the social structure of the company.
5. Keep a learning attitude to increase efficiency.
6. Avoid gossiping while at work.
7. Develop positive traits:

punctuality	pleasantness
neatness	completion of jobs
appearance	cooperativeness
adaptability	friendliness
reliability	