

Great Interviewing Skills

Before You Go

- Do your homework:
- How do you get there?
- Where do you park?
- What do people doing what you want to do wear?
 - Clean
 - Not smelling of smoke
 - Depends™ (or other hygiene issues)
 - Not too extreme
- What questions do you think they might ask you?
 - Why do you want to work there?
 - Be ready to explain any gaps in employment.
 - Don't lie.
 - What can you do for / bring to them?
- Find out about the company:
 - What do they do/make?
 - Is it a franchise?
 - How big is the company?
 - What are their big accomplishments?
 - Have they been good community partners?
 - What are they proud of?

Getting There

- Be prompt
- Be careful to park in an OK parking space. (Don't take the President's!)
- Be polite. Don't snarl at the receptionist or treat them poorly.
- Don't take your husband/wife/best friend with you, or if they are driving you, they should sit in the waiting area and not approach the receptionist with you or interact with the staff. (They definitely should not fill out your application for you.)

During the Interview

- TURN YOUR CELL PHONE OFF!
- Listen to the questions and think about your answers.
- Be positive. If asked about your previous bosses don't say they were all jerks.
- If you are explaining gaps in employment – again, be positive. Mention some of the positive things you did while laid off - volunteer work, educational opportunities, etc.
- If you were fired. What have you learned since? How did that experience make you a better worker?
- NO political or religious discussions.
- “Have you stopped beating your spouse” questions. Don't answer with yes or no. Relate a true (or not) conversation with someone – boss/co-worker/spouse that illustrates how you truly feel about the issue. For example: “Abuse is never OK. I was just discussing that with the volunteer coordinator at ACT the other day and...” You are

showing that you have considered the issue, have a well considered opinion on it, and have not locked yourself into a possibly inappropriate stand.

- Why did you leave XYZ Co.? Be sure to compliment XYZ and what you learned there, but express it in terms of preparing yourself for this job. e.g.: “XYZ is a fine company and I really learned the value of excellent customer service from them. Their emphasis on service ...”