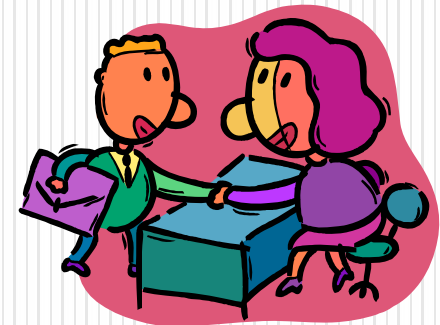


Looking For a Job?

Interview Skills



**Family and
Consumer Sciences**

Karen S. Headlee
Family Consumer Science Agent
kheadlee@leegov.com

BEFORE YOU GO:

1. Do your homework
2. How do you get there
3. Where do you park
4. What do people doing what you want to do wear
5. What questions do you think they might ask you
6. Find out about the company



QUESTIONS TO CONSIDER

- Why do you want to work there
- Explain any gaps in employment
- Don't lie
- What can you do for/bring to them
- What are your strengths and weakness



FIND OUT ABOUT THE COMPANY

- What do they make/offer
- Is it a franchise – McDonalds, Target, Publix
- How big is the company
- What do they state as their big accomplishments
- Have they done charity or community projects
- What are they proud of



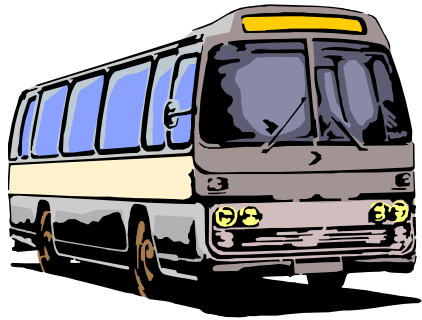
- Some of these items you will not be able to find, but think about them before you go to your interview
- You might be able to interview someone who already works there



GETTING THERE



- BE ON TIME! (or a little early)
- Be careful where you park – not the employee of the month spot
- Be polite to everyone you meet
- Don't take your best friend, mother/father with you. They can sit in the waiting room for you and you make the initial contacts



DURING THE INTERVIEW

- Shake hands – practice
- **TURN YOUR CELL PHONE OFF!**
- Listen to the questions and think about your answers
- Be positive
- NO political or religious discussions
- If asked “Do you have any questions” have some questions prepared ahead of time – ask what they like best about the company
- Don’t just ask about vacation/ sick leave and benefits



AFTER INTERVIEW

- Do send a thank you note
- Do not send flowers or candy
- Do not call unless it has been at least a week and they told you would be notified sooner than that
- Do not bother the interviewer
- Do not feel you have failed because you didn't get this job
- Many reasons might have effected your hiring
 - Internal candidate
 - Boss's nephew applied

