

Tips for the Interview

Do your homework - research the organization.

- Who are the owners/directors
- How many employees
- How many locations
- Products/services provided
- Who are their customers/clients

Make a good first impression

- Arrive at the interview 15 minutes early
- Turn off your cell phone
- Shake hands and introduce yourself when you arrive
- Speak clearly– no slang or bad grammar
- Address the interviewers by their names

Take notice of your appearance

- Wear neat, clean and appropriate clothing
- Clean and brushed hair
- Clean and suitable shoes
- Minimal make-up, jewelry and perfume

Body language

- Maintain eye contact and smile
- Don't cross your arms, slouch in the chair, pick at your nails, etc.

What to take with you

- Your portfolio containing copies of your resume and references - A copy of your application if appropriate
- Pen and paper
- List of questions you have for the interviewer

Interview Format - Usually interviews will follow this format:

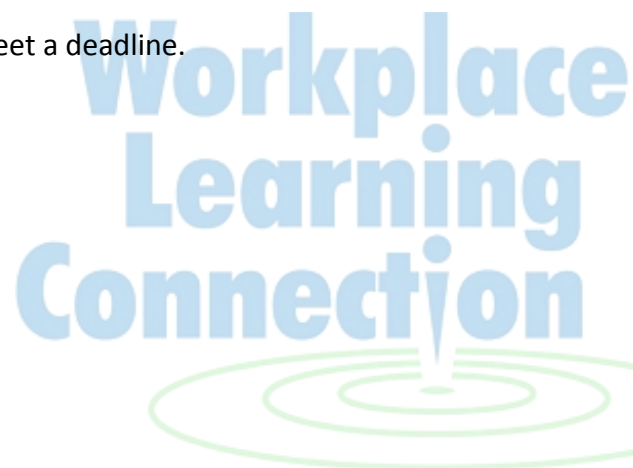
- The interviewer will give an overview of the position
- The interviewer will ask some questions (do not interrupt them—even if you think you know what they are going to ask)
- The interviewer will ask if you have any questions (refer to your list of questions developed during your research)
- Closing of the interview
- Ask for the interviewer's business card. (This will give you the correct spelling of their name and contact information for the thank you note)
- Thank them for their time
- Ask when you can expect to hear from them
- Follow-up
- Remember to write a thank you note. Do this within 2 business days of your interview.

Workplace
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Possible Interview Questions

1. Tell me a little bit about yourself.
2. Tell me what you know about this company.
3. Why did you decide on this career?
4. What skills or requirements are needed for this job? Of these, which do you possess?
5. What motivates you to do a good job?
6. Why should I hire you over someone else?
7. Tell me a problem you confronted and how you solved it.
8. What is your biggest weakness?
9. If I called your personal references, what would they tell me?
10. What salary are you expecting?
11. What do you do to relax?
12. Describe the last book you read that had an impact on your life.
13. Describe your education/training.
14. Do you enjoy school? Why or why not?
15. Describe your dream job.
16. Are you at your best working alone or in a team? EXPLAIN
17. In your lifetime, describe your greatest accomplishment.
18. What are your short range goals...say in five years where will you be and what will you be doing?
19. Describe yourself in one word....then give me an example of why you picked the word.
20. Tell me about a time when you came up with an innovative solution to a challenge.
21. Tell me about a time when you failed to meet a deadline.
22. What questions do you have for me?



Mock Classified Ads

Grocery Clerks Wanted

We are seeking the right person to provide prompt and friendly service to customers and assist them when necessary. Competitive pay and flexible schedules. No experience necessary. Apply in person at the store or online at our website.

Host/Hostess Wanted

We are an awesome combination of casual dining and a full-service restaurant. We are looking for someone who likes to serve great food and treat customers well. Join our fun, family like atmosphere. In exchange you will enjoy a competitive salary and benefits that include flex hours/schedules, casual dress, employee discounts and unlimited growth potential. Off consideration apply in person.

Warehouse Receiving Clerk

Local company needs an individual interested in a part-time position as a warehouse receiving clerk. This position will require approximately 20 hours per week, however hours will vary based on need. Individual must be available on an on-call basis.

The primary job of the **Warehouse Receiver** is to unload truck deliveries and inspect merchandise. Send resumes to John Smith @ABC Manufacturing.

