

# Interview Tips

- Be on time (plan for 15 minutes early)
  - If you are unsure where to go: practice the day before, map the route, and plan accordingly for traffic
- Dress professionally and look well groomed
  - Clean and pressed clothes
  - Wear long sleeves and closed toe shoes (no sandals or flip-flops)
  - Keep hair out of your face
  - No saggy and old jeans, no PJ pants
  - No strong perfume or cologne
- Come alone—don't bring a buddy or girlfriend/boyfriend
- Don't chew gum
- Turn your phone off (or leave it in the car)—no texting or answering phone
- Have good posture
- Bring a copy of your résumé and references
- Be polite and respectful to everyone
- Shake hands and make eye-contact with person(s) interviewing you
- Send a "thank you" note when you get home



# Potential Interview Questions

## Questions an employer could ask you:

- Please tell me about yourself
- What attracts you to this company/position/job?
- Why should I hire you?
- What do you think you can contribute to this position?
- What did you like/dislike about a previous job?
- What are your strengths and weaknesses?
- Tell me about a time when...
  - You worked with a team. What did you do if there were disagreements?
  - You received constructive criticism. How did you handle it?
  - You handled a difficult situation. What worked? What didn't?
- Do you have any questions?

## Questions you could ask a potential employer:

- Please describe a typical day on the job
- What do you see as the most important skills for success in this job?
- What level of responsibility could I expect in this job?
- Is there a typical career path for a person in this job?
- What are the company's plans for the future?
- How would you describe your organization's culture or working environment?
- What do you like most about your organization?
- How are employees evaluated and promoted?