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?