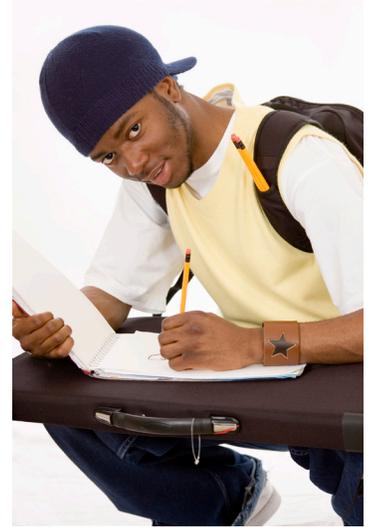


Before the Interview

LEARN ALL YOU CAN ABOUT THE EMPLOYER

If you were an employer and had two equal qualified applicants, which would you hire — applicant who knows nothing about your company or applicant who knows about the company's products and services? Employers want to hire applicants who care enough to make an effort to learn about the company!

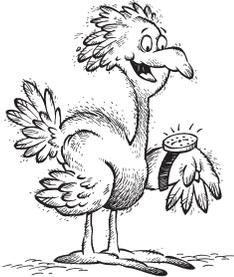
How do you learn about a company before an interview? Visit the company's website or Facebook page to research information about the company. Research the following: What products or services does the company sell? What sales pitch made to customers to get them to buy the products or services? What is the company's history? Does the company have branch locations? What does the company say about employees? What does it say about its future? What is the attitude towards customers (or guests or clients)?



BRING IMPORTANT DOCUMENTS TO THE INTERVIEW

Show the employer that you are a thinking person who plans ahead by bringing all important documents that you may need during the interview. Important documents include a resume, copies (not originals) of diplomas, awards, certificates (including job training certificates), driver's license, social security card, letters of reference, and any certificates you received in the armed forces. Also, you may bring samples of your work if you are applying for a job as a drafter, photographer, writer, artist, computer programmer, or crafts person (such as wood, ceramics, sewing, or other skill crafts).

BE AN EARLY BIRD!



KNOW WHERE YOU ARE TO GO FOR THE INTERVIEW

Employers may schedule interviews at the main business office instead of the store or company. Visit the interview site before the interview to see how long it takes to get there. Then, on the day of the interview, allow extra time to get to interview location so that you are not rushed. If someone drives you to the interview, ask them to wait in the car. Prove that you are a responsible, capable adult. Do not take a friend to the interview — go alone. Also, make sure a friend does not text or call you during the interview. Turn your cell phone OFF!

DRESS FOR SUCCESS

Think about what you are going to wear to the interview. To make the right impression you should be clean, neat, and dressed for the job. For example, if you are applying for a job in retail sales, you should dress as the sales clerks in the store dress. If you are applying for a job as an auto mechanic, you should dress in clean, casual clothes (such as jeans and a nice T-shirt). If you are applying for a job as a paralegal, you should dress as a worker in a legal office would dress. Look into a full-length mirror to see if you look like an employee. For example, if you applied at Target, ask yourself, "Would Target hire this person?" If the answer is no, make adjustments until the image in mirror fits the company for which you are applying.



PREPARE ANSWERS FOR POSSIBLE INTERVIEW QUESTIONS

The employer will ask questions to find out if you are the right person for the job. Practice answers to these interview questions so that you are relaxed during the interview. Great leaders know the value of practice. Former President Reagan practiced his speeches in front of a mirror. Ben Franklin practiced his speeches on a farm in front of cows on his farm. You may practice your interview answers in front of a mirror, in front of your pet, or with a friend. As you practice good answers, you will gain confidence that will convince the employer to hire you. Before interview, THINK OF and PRACTICE good answers!



Tell me about yourself!

Practice a "sound bite" or one-minute speech telling of your: skills, volunteer/work experience, and personal traits, such as dependable worker, that would make you the best person to hire.

Why do you want to work for this company?

Do not say, "For the money." Let the employer know that the company is special to you for some good reason: "I enjoy eating at BurgerTown, and I think I would make an excellent crew member."

Tell me what you know about our company.

Let the employer know the positive things the company said about itself on its web page.

What motivates you to work hard besides money?

Example: "I enjoy learning new skills."

What job do you want?

Think of a job title before the interview: crew member, sales associate, clerk's helper, ticket taker, or other.

Why do you think you would like this job?

Answer with something that would help the company: "I enjoy helping customers and selling"

Why should I hire you?

Answer with your skills, experience, and personal traits: "I have experience in customer service, and I am a dependable worker."

What did you dislike about your last job?

Do not say anything bad about the supervisor or coworkers. You may say: "I want to learn new skills in a different job."

QUICK CHECK:

- In your opinion, why would an employer want to hire an applicant who knows about the company's products and services?
- a) How do you learn about a company before an interview? b) List 3 questions that may be answered about a company from its web site.
- a) List 5 important documents you should bring to the interview. b) When should you bring samples of your work?
- Why should you allow extra time to get to the interview location?
- Why should you go to the interview alone?
- What should you do to your cell phone before the interview?
- In your opinion, why might employers prefer to hire neat and clean applicants?
- Give an example of what it means to go to an interview "dressed for the job."
- How can you practice making a good first impression?
- Why should you practice the answers to interview questions before the interview?
- a) Where did Reagan and Franklin practice their speeches? b) List 3 ways that you can practice your interview questions.
- a) How long is a sound bite? b) What 3 things should you cover during a sound bite?
- Write a 25 (or more) word sound bite that you could say about yourself for a job interview.
- What should you not say to the question: Why do you want to work for this company?
- What should you have ready to say for the question: What job do you want?
- With what 3 things should you answer the question: Why should I hire you?
- What should you not say to the question: What did you dislike about your last job?