

Job Interview

A job interview is a meeting between you and the employer (such as supervisor, manager, or human resources manager). The interview has two purposes. First, the interview allows the employer to see you and talk to you in person to help decide if you are the person to hire for the job. Second, the interview gives you the chance to find out more about the job and company.



Do the following to prepare for a successful interview:

1) Dress similar to workers at the company who work in the job you want. If you do not know how workers dress for the job, wear casual dress clothing that is neat and clean. 2) Bring a copy of your resume, copy of personal reference page, copy of documents (such as job training certificates), small note pad and pen in case you need to write down information. 3) Arrive 15 minutes early. 4) Stop at a restroom to check your appearance. 5) When you walk in and see receptionist, greet the receptionist with a smile and say: "Hello, My name is Jim Johnson, and I am here to interview for the job opening." Remember that the employer may ask his employees about your conduct while waiting for the interview. You are "on stage" from the moment you enter the door of the company. 6) Sit where you are directed to sit and relax. You are ready for the interview. You will impress the interviewer because you spent the time to prepare. This proves that you want the job and are willing to work to get it.

INTRODUCTIONS

If the interviewer introduces him or herself by extending the hand, shake the interviewer's hand with a firm (not limp and not crushing) handshake, look into the interviewer's eyes, smile, and say, "Pleased to meet you, Mr. Smith. I am Jim Johnson." Then give the interviewer a copy of your resume and documents. Remain standing until you are told to take and seat, and shown where to sit down. Place your purse or briefcase on the floor next to your chair, not on the interviewer's desk.

BODY LANGUAGE

Watch your classmates as they sit or stand in the classroom. You can tell many things by body language. For example, are students interested in what the teacher is saying or are they bored? Which classmates look like good workers? Just as you can learn a lot about your classmates by reading their body language, so can an interviewer learn a lot about you by reading your body language. If you sit straight in the chair, look alert, and answer the questions with energy, your body language will tell the interviewer that you want the job and will be a good worker. If you slouch, mumble words, or ask interviewer to repeat a question because you were not paying attention, the interviewer will wonder why you applied for and want the job.

It is important that you do not smoke during an interview — or have the smell of smoke on your clothes or breath. Also, do not chew gum, eat candy, or chew your nails. Do not text during a job interview — turn your cell phone off. (Also, hopefully you cleaned up your social media accounts so that you will not be embarrassed if the interviewer looks at your social media pages after the interview. Most employers do.

ANSWER QUESTIONS

Use correct English grammar to answer interview questions. Do not use words that your friends would understand, but older people do not. Do not use slang such as “yeah,” “ya know,” “nah,” “ain’t,” or “cool.” Be positive. Let the interviewer know that you want the job for other reasons than money. For example, you may say, “I enjoy shopping at this store, and see a teamwork spirit among the employees, so I think this store is a great place to work”. Or, “I took classes in industrial technology, and would value the opportunity to work in a hardware store.” Or, “I want to apply for a job at this store because I enjoy sales and like the products sold to customers.”

ASK QUESTIONS

When the interviewer asks you if you have any questions, it is a sign that the interview is about to end. You can show interest in the company by asking one or two questions such as “When would this job begin?” or “Is this a permanent or seasonal job?” or “Does the company have any plans to expand?” Do not ask questions about raises, sick leave, vacations, or other benefits during the interview. You may ask questions about these benefits when you are offered the job. **If you are not told** how much the job pays during the interview, you may ask at the end of interview, “What is the pay for this job?” Act as if you are pleased with the pay offered. If pay is lower than you want, you may turn the job offer down later after you think about it.



END THE INTERVIEW

Stand up, look into the interviewer’s eyes, shake his or her hand, smile, and say, “Thank you for the interview. I am interested in the job.” If it has not been mentioned, you may ask questions: 1) “When will you make a decision?” 2) “May I call back at that time to find out your decision?” Then, professionally leave the room. If you pass a receptionist on the way out, you say “thank you” to him or her.

QUICK CHECK:

1. What are the 2 purposes of an interview?
2. How should you dress for an interview?
3. List 3 thing to bring to an interview.
4. a) When do you arrive? b) Where do you stop and why?
5. How do you greet the receptionist and why?
6. From what point are you on stage?
7. What 4 things do you do when the interviewer introduces him or herself?
8. When and where do you sit down?
9. Where should you place your briefcase?
10. Look at your classmates when the teacher is talking. a) Describe the body language of a student who is interested in the lesson. b) Describe the body language of a student who is not interested in the lesson.
11. Describe 3 ways body language show the interviewer that you: a) Want the job. b) Do not want the job.
12. List 3 "do nots" during an interview.
13. Why do you think you should not text and turn your cell phone off during an interview?
14. What you can say to let interviewer know that you want the job for other reasons than money?
15. How can you tell that the interview is ending?
16. List 2 questions you may ask.
17. a) Which 3 things may you not ask? b) When may you ask these questions?
18. a) What question may you ask if not told? b) How should you act when you hear answer?
19. a) What do you do and say to end interview? b) List 2 questions you may ask.
20. What do you say to receptionist when leaving?
21. You are the employer. In 50-word or more essay, describe things you want to see and hear as applicants enter, interview, and exit the room.