

THE 5-PART INTERVIEW

18. Know your resume and portfolio well and be prepared to answer questions about them.
19. Don't be a know-it-all! Express your willingness to learn!
20. Be honest with all answers. Experienced interviewers can see right through "little white lies."
21. Be thorough with your answers. Never answer with just a "yes" or "no." Always provide explanations and examples.
22. If you don't understand the question, ask the interviewer to explain.
23. Pay close attention to what the interviewer is saying.
24. Organize your thoughts before speaking. Feel free to think for a moment about tough questions. Silence is not a bad thing as long as you do not take an excessive amount of time.
25. Watch for illegal questions, such as information about your age, religion, race, ethnicity or marital status.
26. DON'T:
 - Emphasize your weaknesses.
 - Draw attention to negative attributes such as poor attendance, grades, being fired, etc.
 - Criticize former employers, co-workers, or school personnel.
 - Discuss personal issues, good or bad, which are irrelevant.
 - Discuss salary or benefits unless the interviewer brings it up first.
27. Remember that you represent a risk to the employer. A hiring mistake is expensive. Show you are highly motivated and energetic.

4. THE INTERVIEW (END)

28. Ask the job-related questions you prepared for the interview.
29. You may be offered the job immediately. In that case, you should ask about specific salary, benefits, and work hours. You do not have to give them an immediate answer. Ask for a day to think about it.
30. If you are told you will be contacted, ask about how long it will be. Offer to call in a few days to find out the decision. This shows your continued interest.
31. Make sure the interviewer knows how best to contact you and that you are available for any additional information that may be needed.
32. Thank the person for the interview and their interest in you as a potential employee or student. Shake hands firmly on the way out.

5. THE FOLLOW-UP

33. Send the interviewer a thank-you letter soon after the interview.
34. Call the company or college about a week after the interview to find out if they have made a decision. If they have not, find out when they expect to have a decision.

WHY PEOPLE AREN'T HIRED

- ◆ Poor personal appearance
- ◆ Inability to communicate clearly, poor voice, and grammar
- ◆ Lack of planning for a career...no purpose or goals
- ◆ Lack of enthusiasm and confidence in the interview
- ◆ Condemning past employers
- ◆ Failure to look the interviewer in the eye
- ◆ Limp handshake
- ◆ Late to the interview
- ◆ Does not thank the interviewer for his/her time
- ◆ Asks no questions
- ◆ Lack of knowledge about the business or the position