

# Before the Interview

West Branch High School  
Career Based Intervention



# What is the purpose of a Job Interview?

- To attempt to discover what type of worker you will be and if you will be a good fit.
- Determine what type of worker you are.
- Assess your non-verbal communication skills such as body language, gestures, and appearance.
- Determine your level of confidence, enthusiasm, work ethic, and professionalism by asking you a series of questions.



# Phone Skills

Have a pen/pencil ready to use when you get the phone call.

- Write down the time and date of the interview.
- Write down the exact address.
- Ask if there is anything special that you need to bring.
- Write down the name of the interviewer (ask how to pronounce the interviewer's name if you need to, also ask how it is spelled).



# Before the Interview: Learn about the Company

- Find out everything that you can about the company that you are applying for.
  - Ask someone that you know who works there.
  - Ask friends if they know anything about the company.
  - Visit the company's web site if it has one.



# Before the Interview: Learn about the Company

Do internet research

- What does the company do?
- How long have they been in business?
- What is their growth rate?
- What is their standing in the industry?



# Before the Interview: Learn about the Company

When you have done your research write down some questions to ask at the interview.

- Why did the position become vacant?
- Will there be some training needed?
- What are the working hours?

Do not ask any questions about salary until you have been offered the job.



# Before the Interview: Assemble Needed Materials

Make sure that you have everything that you might need for the interview.

- Resume
- Copy's of any correspondence
- Pen and Paper
- Your list of questions
- Samples of your work if possible
- Carry everything with you in an envelope or briefcase.



# Before the Interview: Your Appearance

Your groom and dress will influence the interviewers final decision.

- Choose clothes that are appropriate for a job setting.
- Clothes should be clean, pressed, and in good condition.
- Avoid use of heavy jewelry and cologne or perfume
- Hair should be neatly groomed



# Before the Interview: Practice your interview skills

- Write out your answers to common interview questions.
- Practice answering them out loud.
- Role play with a friend or relative.
- Practice good body language.
  - Use correct posture.
  - When you give answers smile.
  - Look the interviewer in the eye.
  - Lean forward slightly to show interest.



# Before the Interview: Check Last-Minute Details

Going to an interview at the wrong place or the wrong time is a way to lose the job.

- Write the interview time and date down on a piece of paper. Don't lose it!
- Drive to where the interview will be held so you know how long it will take to get there.
- If more than a week goes by, call and confirm the interview the day before.
- Arrive ten minutes early and come alone.