

# Before the Interview

MCCTC

Career Based Intervention





# 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)





# 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.
  - If possible, visit the company before you apply.
  - Visit the company's web site if it has one.





# 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?
- When you have done your research write down some questions to ask at 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: Practice Your Interview Skills

- Role play some practice interviews
- Here are some sample questions:
  - Tell me something about yourself?
  - What do you do in your spare time?
  - Tell me why you applied for a job with us?
  - How much do you know about the work we do here?
  - Why do you want to work for us?



# More Sample Questions

- Were you ever late for your last job?
- If I hired you, how long would you expect to stay with us?
- How much do you expect to make?
- What would you want to be doing in five years?
- When will you be available to start work?
- Do you have any questions?



# Before the Interview: Assemble Needed Materials

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

- Personal Data Sheet
- 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: See to Appearance

- Your groom and dress with 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.





**Next**

**During the  
Interview**