

Prepare for a Successful Interview

How to Land the Job



Before the Interview: Preparation

- Hiring Managers **expect** you to be knowledgeable about their organization and industry.

Questions may be asked during the Interview:

What do you know about our company?

What is our vision or mission statement?

Why are you interested in our company?

- Conduct research about the company
- Practice and Rehearse

Dress Code Tips



- Clothing must be clean, washed, and wrinkle-free
- Dress simply but professionally
- It is preferable to wear a suit, if you don't have a suit:

Men: Wear a button down shirt and tie with black pants and dress shoes

Women: Wear a button down shirt, professional blouse, dark pants, skirt with stockings, and professional shoes

- Keep jewelry to a minimum; large pieces can be distracting
- Keep your cologne or perfume fragrances light
- Hair must be neat, washed, and out of your face
- Carry a folder or portfolio holder with your resume and avoid large bags

Things to Bring to the Interview

1. Copies of your resume

Depending on the size of the interview panel and how many people you are meeting with. Be sure it represents your knowledge, skills, and abilities effectively.

2. A smile, a strong handshake, and a positive attitude

A first impression is important.

Make eye contact, smile, and offer your hand when you introduce yourself.

3. Confidence and Knowledge

Know how your skills match their needs.

Research employer websites; this is a MUST.

4. Energy

Each time you meet someone, be at your best, as refreshed as possible

Bring breath mints

5. A well-dressed presentable you

Typical Interview Questions to Prepare for

"Tell Me about Yourself"

- Make your response a succinct summary of information that is specifically targeted to the job. No personal or long ago information should be provided.

"Weakness/Strength" Question

- Talk about an area that was once a weakness but that you have worked to improve.
- Talk about strengths that are very specific to the job you are interviewing for.

"Why should I hire you?"

- Describe what sets you apart from other candidates (honors, awards, motivators)

"Yes or No" Questions

- Always elaborate, never respond with just "yes" or "no".

Questions about Reasons for Leaving a Job

- You could explain that you and the company were not a good fit. Emphasize what you learned from the experience that will prevent you from repeating it.

Characteristics to Showcase in the Interview

1. Positive attitude toward work
2. Proficiency in field of study
3. Communication skills (verbal, written, and presentation)
4. Interpersonal skills
5. Confidence
6. Critical thinking and problem-solving skills
7. Flexibility
8. Self-motivation
9. Leadership
10. Teamwork

sell your skills.

Remember to Ask Questions

Your questions should focus on the following areas to get a comprehensive understand of the day-to-day job

- About the Job
- Requirements
- Expectations
- Culture of the Company
- Atmosphere
- Next Steps

After the Interview

- Obtain the Hiring Manager's contact information
- Write a fantastic *Thank You* email
 - Recap the things you feel are your strengths for the job
- Keep up the Job Search
 - Even if you believe you nailed the interview
- Pace your follow up
 - Even if you believe you nailed the interview
- *Say thank you* even if you did not get the job
 - Thank them for their time and consideration

Questions?

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If you have any questions, please feel free to contact us.

