



TIPS FOR A SUCCESSFUL INTERVIEW: PREPARATION IS THE KEY!

Be on time.

This often means 10-15 minutes early.

Greet the interviewer with a firm handshake and a smile.

Don't be embarrassed if you are nervous.

Know the interviewer's name, its spelling, and pronunciation.

Use it during the interview. If you don't know the name, call beforehand.

Have some questions of your own prepared in advance.

Show you have done your research about the position and organization, bring a short list of questions.

Focus. Tell the truth. Watch your grammar.

State your transferable skills, and your willingness to learn; don't apologize for a lack of experience; describe your strengths in terms of what you can do for the organization.

Listen carefully to the interviewer.

Be sure you understand the question; if not, ask for clarification, or restate it in your own words. Answer completely and concisely. Stick to the subject at hand.

Never bad mouth a teacher, friend, employer, or your educational institution.

Employers are interested in candidates who can express themselves properly.

Wait for the interviewer to mention salary and benefits.

Don't expect a job offer at the first interview.

Often you will be invited to a second interview before an offer is made several weeks later.

End on a positive, enthusiastic note with a handshake and a smile.

Ask what the next step will be. Thank the interviewer for their time and express your interest in the job.

Follow up with a thank-you note or email.

Express your appreciation for the interview and, if true, reaffirm your interest.

TOP 10 INTERVIEW QUESTIONS

- Tell me about yourself.
- Walk me through your resume.
- Why do you want to work for this organization?
- What are you most proud of?
- Tell me about a challenge or conflict you've faced at work, and how you dealt with it.
- Tell me about a time you demonstrated leadership skills.
- Why are you leaving your current job?
- What are you looking for in a new position?
- What motivates you?
- What questions do you have for us?