



## 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?