

JOB INTERVIEWS

TIPS AND RESOURCES

VIRTUAL AND AUTHENTIC WORKPLACE EXPERIENCE



CAREER COMPASS
EXPERIENCE COORDINATION

WHAT IS A JOB INTERVIEW?


It is a face to face meeting that gives the employer a chance to ask you questions to see if you and the position are a good fit.

- ❑ Your resume lead up to the interview and this is your chance to “close the deal.”
- ❑ This is typically the last step in deciding who to hire.
- ❑ Because an interview is so important, sometimes employers may ask you for more than one interview.
- ❑ The employer may have you interview with more than one person.
- ❑ It also gives you a chance to interview the company. Because, you need to assess if the position and the company right for you.



**Your
Chance to
Shine!**


TIPS:

- ❑ **Take some notes** – shows your attentive and that you want to remember details of interview
 - ❑ **Be poised** – eye contact, sit up straight, control nervous habits
 - ❑ **Be positive** - never say anything negative about a previous employer
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PRE-INTERVIEW CHECKLIST

- Be on Time
- Know Your Resume
- Know the Company
- Anticipate Questions
- Do a Practice Interview
- Prepare Questions
- Dress for Success
- Nonverbal Communication
- Let the interviewer lead the conversation
- Pay close attention to the questions and give direct answers
- Thank the interviewer when the interview is over

POSSIBLE INTERVIEW QUESTIONS:

- Can you tell me a little about yourself?
 - Why did you apply for this job?
 - What do you know about this company?
 - What are your greatest strengths?
 - What are your greatest weaknesses?
 - Have you lead a team of people in completing a task before?
What was that experience like?
 - Tell me about a time you were responsible for a completing a work related task.
 - Do you like solving problems?
 - Are you interested in working with others?
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RESOURCES:

- **Nepris**
- **Career Compass EXCO Dropbox**
- **Web**