



The Interview Handout

Video: 10 minutes

Prepare

- Research:
 - Research the _____ online, as well as the specific position you're interviewing for.
 - Familiarize yourself with the company's services, _____, mission _____, history, and goals.
 - Review the job _____.
 - Research the specific _____ you are interviewing with.
- Review your _____:
 - Make sure you really do know _____ that is on it.
 - If you have _____ in employment, be prepared to explain.
- Prep for _____ questions:
 - A series of general, open-ended questions are usually asked.
 - Set up a _____ interview with a family member or friend.
 - Come up with a list of your own _____ to ask during the interview.
 - These types of questions show that you are _____ to learn more about the position and help express your _____ in being hired.

What to Bring

- _____ on how to get there
- Name of the person you're meeting
- Identification
- Notepad and _____
- Copies of your _____
- Make a list of:
 - _____
 - _____

How to Dress

- Your _____ is noticeable and memorable, so dress in a way that creates a _____ first impression.
- Find out what the company's _____ is.
- When you are dressed _____, you feel more professional.

Be Your Best

- Be _____ to your interview!
- Introduce yourself upon _____ and provide a _____ hand shake with each person you meet.
- Your _____ attitude shines when you are yourself and you make a good _____.
- Don't _____ the conversation.
- Keep _____.

Following Up

- In the interview, lay the _____ for a follow up.
- Clarify the hiring _____ and find out who is involved.
- Send a _____-_____ card to reiterate your interest and help the interviewer remember you.
- Handwritten thank-you notes show extra _____, but at the very least send a follow-up thank-you _____.

Questions to Ponder:

- What part of the interview process makes you the most nervous? What can you do to alleviate that anxiety?
- What are some questions that you should ask every potential employer to make sure the company and position are a good fit?

NOTES: _____

ANSWERS ON BACK



Prepare

- Research:
 - Research the company online, as well as the specific position you're interviewing for.
 - Familiarize yourself with the company's services, products, mission statement, history, and goals.
 - Review the job description.
 - Research the specific person you are interviewing with.
- Review your résumé:
 - Make sure you really do know everything that is on it.
 - If you have gaps in employment, be prepared to explain.
- Prep for interview questions:
 - A series of general, open-ended questions are usually asked.
 - Set up a mock interview with a family member or friend.
 - Come up with a list of your own questions to ask during the interview.
 - These types of questions show that you are eager to learn more about the position and help express your interest in being hired.

What to Bring

- Directions on how to get there
- Name of the person you're meeting
- Identification
- Notepad and pen
- Copies of your résumé
- Make a list of:
 - References
 - Questions

How to Dress

- Your appearance is noticeable and memorable, so dress in a way that creates a positive first impression.
- Find out what the company's dress code is.
- When you are dressed professionally, you feel more professional.

Be Your Best

- Be early to your interview!
- Introduce yourself upon arrival and provide a firm hand shake with each person you meet.
- Your positive attitude shines when you are yourself and you make a good first impression.
- Don't rush the conversation.
- Keep calm.

Following Up

- In the interview, lay the groundwork for a follow-up.
- Clarify the hiring process and find out who is involved.
- Send a thank-you card to reiterate your interest and help the interviewer remember you.
- Handwritten thank-you notes show extra effort, but at the very least send a follow-up thank-you email.