

INTERVIEW TIPS

5 ESSENTIALS TO BRING TO A JOB INTERVIEW

1. **Address & contact number** of the company, the name and job title of the interviewer and accurate directions including parking details
2. Take a few **copies of your resume**, make sure it is the same one you submitted with your job application for yourself and the interviewers
3. Include **copies of your employment references**, qualifications, any relevant work samples and your business card
4. Include a **copy of the job posting**, any information you have about the position or the company and your list of questions to ask
5. Take a professional looking **pen and notepad** with you to take notes. This indicates you're listening and allows you to refer back to important details

PRACTICE YOUR INTERVIEWING SKILLS

- Get someone to ask you questions in a "mock interview" --this can help you tremendously
- You can also practice answering questions by yourself
- The more prepared you are, the less likely you'll mess up

BENEFITS OF MOCK INTERVIEWS

1. They help you reduce stress and anxiety about interviewing.
2. They help you boost your confidence.
3. They provide you with constructive feedback in low-stress environment.
4. They can help you prepare for behavioral-based interview questions.



Check out our YouTube Channel for a video on "Job Skills, Resume and Interviews."

Check out the following **SECRETS** to a **SUCCESSFUL INTERVIEW!**

It's easy to miss the basics so use the following ideas to help you prepare to stand out.

PLAN & PREP

1. **Research the business** you are interviewing with and highlight your skills or experiences that match their programs, mission, and goals.
2. **Bring a copy of your resume** even if you sent it in advance.
3. **Prepare answers to common questions.** List your goals, strengths and weaknesses. See interview prep on page 38.

BE YOUR BEST SELF

1. **Dress for success!** You only get one chance to make a good first impression.
2. **Be a good listener.** Take a notepad and pen to write down important notes.
3. **Introduce yourself with a firm handshake** (in-person) and make eye contact (focus on the camera for virtual interviews).

FOLLOW UP

1. **Show you are really interested** to interview and share your availability for further questions or to start work.
2. **Be grateful for the opportunity** and follow-up with a thank you email or note.

