

The Interview

The interview is a meeting between you and a potential employer to explore job options. It may be over the phone, in person, or by video conferencing. You may talk with one person or a panel of several people. Regardless of the format, the interview is an opportunity for you to share your abilities and work experiences and at the same time to learn more about a specific company. To make the most of this opportunity, take the time to prepare. Here are some helpful hints to consider for an in-person interview.

- **Research** - Learn about the company by reading its website, recent newspaper articles, or company brochures. Learn about the position and review your work history experiences to see if there are similarities. If you know someone who works there, contact that person to ask questions about the company.
- **Practice** - Think about the questions you may be asked (see samples below) and rehearse your answers. It might help to write down your responses so you can be sure to include important information. Practicing in front of a mirror helps you to see what the interviewer will see.
- **Be Positive** - Your attitude can improve or hurt an interview. Be upbeat and positive. Do not make negative comments about your previous jobs or employers.
- **Listen** - Listening is just as important as talking during the interview. The interviewer will tell you what is important by the questions asked. Be sure to give specific answers to those questions. If you are not sure what the interviewer means, ask a question so the interviewer can explain it to you.
- **Find Common Experiences** - Show how your previous work experience prepares you for this position or share how you have handled similar situations in the past. Be sure to mention any specialized training or classes that you have

completed that are beneficial for this position.

- **Ask Questions** - Prepare two or three questions in advance to ask the interviewer about the company or the position (see samples below). You may want to write these down on an index card to bring with you. This demonstrates your interest. If you want to know more about something you have already discussed, you could ask a follow-up question for more details.

Questions You May Be Asked

1. Tell me about yourself. (Take no more than two minutes to talk about your work history.)
2. Why should we hire you?
3. Why do you want to work for us?
4. What are your strengths?
5. What are your weaknesses? (Talk about how you have improved or overcome a weak area.)
6. Why did you leave your last job? (Do not say

Have Questions?

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Go to www.dol.state.ga.us to locate an office near you.



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MARK BUTLER, COMMISSIONER

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anything negative about your previous job. "It was not a good match" or "It was time for a change" are possibilities. Keep your answer short; don't give a lot of details.)

7. Do you have any questions for me? ("Yes" is always the best answer.)

Questions You Might Want to Ask

1. Are there opportunities for additional training?
2. What would you like to see accomplished in this job?
3. How would I be evaluated in this position?
4. What are some of the challenges I would have in this position?
5. Are there opportunities for advancement?

Do not ask questions about salary or benefits. Generally it is best to avoid talking about money until you have been offered a job. Questions about salary before there is a job offer are usually a screening device that may eliminate you from consideration. If you feel you must give a salary requirement, give a range (between \$0.00 and \$0.00) instead of naming a specific amount.

On the Day of the Interview

- Get a good night's sleep.
- Dress professionally; conservative makeup, clothes, and jewelry.
- Bring extra copies of your résumé and reference list along with a pad and pen for taking notes.
- Arrive about 15 minutes early for your interview. If you will be late, call to let the interviewer know.
- Turn off cell phone, pager, or any device that could interrupt the interview.
- Do not bring your coffee or water bottle into the office.
- Smile when you greet the receptionist and explain why you are there.

During the Interview

- Smile and shake hands when meeting the interviewer.
- Maintain good eye contact.
- Do not be a clock watcher.
- Do not discuss illegal or discriminatory subjects such as race, religion, age, national origin, equal rights or gender.
- Be aware of nonverbal body language; do not:
 - put your hands in your pockets
 - chew gum or tap a pen or pencil
 - clench or wring your hands
 - fiddle with jewelry
 - jingle keys or coins in your pocket
 - wear dangling, distracting or noisy jewelry

After the Interview

- Smile and shake hands when leaving.
- Write a "thank you" note to each person who was in the interview.
- Think about the interview and how you answered questions to learn from this experience.
- Make a list of specific ways you can improve for your next interview.

Interview Websites

www.hotinterview.com

www.acetheinterview.com

www.theperfectinterview.com

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Visit our website at www.dol.state.ga.us

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