

# Are You Ready for a Job Interview?

A job interview is a challenging prospect. It is a chance to convince a potential employer (who has selected you for interviewing based on your resume) that you are the one to hire. Here is a checklist to stay organized and feel prepared for the interview process:

## Job Interview Checklist

Know the exact time and place of the interview. Plan to arrive 10 minutes early. Arrange your transportation well before the day of the interview.

Research the company, its products/services, and its business practices before the interview.

Decide what you will wear -- a conservative, professional-looking suit is almost always required. Be clean, neat and well-groomed in your personal appearance.

Bring, written-down, any information that you don't have memorized (dates, addresses, social security number, etc.). A copy of your resume is helpful.

Have a neat printout of the names, titles, addresses and phone numbers of the three references who have given you permission to use their names -- you may have to leave the printout with the interviewer.

Bring a notepad and pen to take a few notes during the interview.

When you arrive for your scheduled interview, know and use the interviewer's name.

Shake hands firmly as you introduce yourself to the interviewer. Smile -- be pleasant and confident. Remember, you want them to look forward to the prospect of working with you!

Don't sit down until asked to do so.

Answer questions fully: not just "yes" or "no" -- elaborate; give examples and details; tell a short, relevant anecdote about a work experience. Keep the interview interesting.

You'll have to talk about those of your skills (and your work experience in using those skills) that are relevant to the job. Use the system's career profiles to research relevant skills for the occupation you're interviewing for. (Select the **Career Planning** tab, then the link to **Explore Careers**.)

Have a couple of questions prepared to ask the interviewer about the job or the company to show that you are a thoughtful and interested candidate.

When it's over, thank the interviewer (using their name) and extend your hand for a handshake.

Send a thank-you note. You can use the system's **Thank-You Letter Builder**. (Click the **Career Planning** tab, then the link to **Get a Job**.)

Follow up the interview with a phone call if you don't hear from the employer within a week.

## **Interview Information**

### **Personal Information**

Social Insurance Number:

Home Phone:

Cell Phone:

### **Work Eligibility**

Are you eligible to work in the United States?

Are you available to work holidays?

Are you 17 or older?

How did you hear of our organization?

### **Skills**

Relevant Skills:

Do you have other special training or skills (additional spoken or written languages, computer software knowledge, machine operation experience, etc.)?

### **Availability**

When can you begin work?

What days are you available to work?

### **Education**

What is your education? High school? College?

What subjects did you specialize and excel in?

### **Employment History**

Describe your responsibilities at your last place of employment:

Why did you leave?

### **References & Questions**

Who are your references?

Do you have any questions for the interviewer about the job or the company?