

► The Interview

The interview is the most crucial stage of the job search process because it is your chance to convince the interviewer that you are the best person for the job. It is important to remember that the way you handle yourself in the interview will most likely determine whether or not you are chosen for the position.

Below are some simple tips that will help you before, during and after the interview process:



Before The Interview

- Find out when and where you are supposed to be and make a note for yourself. Ask for directions and, if necessary, make a trial run before the interview day.
- Research the organization in order to become familiar with its products, services, history and probable future. Also, attempt to find out some basic facts about the position for which you are applying.
- Think about questions you might want to ask the employer and practice answering the questions the employer might ask you.

Before The Interview (cont'd)

- Know how your background and experience relate to the position for which you are applying and think about how you might communicate these qualifications to the interviewer in a summarized manner.
- Wear professional clothing — not too tight, too low or too revealing. Do not wear hats, shorts, flip flops, etc.
- Bring along extra copies of your resume and materials with which to write.
- Arrive at the interview at least 15 minutes prior to your interview time in order to collect your thoughts and be prepared for the session.



During The Interview

- Greet the interviewer by name as you introduce yourself. Shake the interviewer's hand, use a firm - but not too firm - grip.
- Be attentive while maintaining natural eye contact and good posture.
- Be articulate, don't use slang and do not chew gum.
- Provide more than yes or no answers by using a few short statements. Use examples to clarify your point.
- Always be honest.
- Be positive and concentrate on your strengths.
- Never discuss or make negative comments about a former boss. Always be positive in referring to previous employers.

After The Interview

- At the close of the interview, express thanks to the interviewer for meeting with you.
- As you leave the company, express your thanks to the secretary or receptionist who greeted you initially.
- Send a thank-you letter to the interviewer, repeating your interest in the job and the company. Re-emphasize those aspects of your background that are particularly relevant to the position. Mention any important facts you forgot to mention during the interview. Keep it short.
- If you have not had a response to your follow-up letter in ten days, call the interviewer in order to inquire about the status of the position. Persistent follow up shows the employer you really want the job and may help you win over the Competition.
- As soon as the interview is over, begin working on obtaining your next interview. Your job search needs to be an ongoing process until you have been offered a position which you have decided to accept.



Source: Interview Tips Easily Remembered & Danville Area
Community College

Adapted by: Gadsden State Community College
Career Services Office

Career Services Staff Contact Telephone Numbers

Director
256.549.8606

Career Resource Specialist
256.549.8605

Clerk I
Cooperative Education
256.549.8635

Ayers Campus (Part-time)
Cooperative Education
256.835.5481



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INTERVIEW TIPS



**Gadsden State
Community College**

**Office of Career
Services**



choose Your Direction