BUSINESS & COMMUNICATION

The Employment Interview
BEFORE THE INTERVIEW

- DO YOUR HOMEWORK!
  - Research the field.
  - Research the company.
  - Research any competitors for the company.
  - Research people you may know will be interviewing you.
  - Research salaries of similar positions.
BEFORE THE INTERVIEW

- PREPARE
  - Practice giving responses with mock questions.
  - Decide what you are going to wear?
  - Remember to contact your references to let them know they might be getting contacted by your potential employer.
**BEFORE THE INTERVIEW**

- **PREPARE**
  - Prepare your extra resumes/portfolio etc.
  - Get driving directions if necessary.
  - Have a full tank of gas!
  - Keep spare change/cash for parking meters/garages etc.
  - Allow for at least 15-30 extra minutes of travel time for traffic.
  - Eat a small meal.
YOUR PORTFOLIO

1. Cover Letter
2. Resume
3. References
4. Awards/Honors
5. Unofficial Transcripts (optional)
6. Showcase of your work (i.e. Art)
   Bring extra copies!!
CREATING A FAVORABLE FIRST IMPRESSION!

- You never get a second chance to make a first impression!!

- Remember you are “selling” yourself...employers will most likely hire you for your communication and train you for skill.
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ATTIRE

**DO’s**
- Conservative
- Appropriate for job
- Clean, good fit
- Solid, dark/light colors
- Also consider hair
- Cover body art

**DON’Ts**
- Busy patterns/bright colors
- Nails/nail polish
- Bright make-up
- Wrinkled clothes
- Book bags
- Unkempt shoes
- Flashy jewelry
A good handshake that makes a positive impression

- Firm & Dry
- Full contact, palm to palm
- Gender neutral
- Held for about two to three seconds
- Eye contact during handshake
- Exchange verbal introduction or greeting AFTER handshake
- Smile 😊
DURING THE INTERVIEW

- Arrive EARLY!! (at least 15 minutes).
- Be courteous to everyone.
- Firm handshake, good eye contact, smile, straight posture.
- Listen to ALL questions that interviewer asks.
- Think before you speak!
RESPONDING TO QUESTIONS

- Listen, think then answer.
- Use full sentences, be concise, avoid fillers.
- Be thorough with your answers but not long-winded.
- Don’t ask about salary, vacations etc.
Have some questions ready to ask the interviewer.
UNLAWFUL QUESTIONS

- Age
- Ethnicity/National Origin
- Physical Limitations
- Sexual Orientation/Marital Status
- Children
THE FOLLOW UP

- Debrief immediately afterward. Take notes...
- Note the pros/cons about the company and position.
- What opportunities did I miss?
- Write a brief, professional letter of thanks.
- DON’T send an email within minutes afterward from your phone!!
Everyone will be rejected at one point or another...it is how you take that rejection that counts!!

Create a valuable learning experience from every interview.
REVIEW THE INTERVIEW...