

Job Interview Tips

Once you have an employer's attention with your resume, it is time to sell yourself in the interview. When opportunity presents itself, be prepared to showcase your qualifications. The following helpful tips may just get you that new job.

Preparation

- Know where you are going and be there 15 minutes early. Google Maps is great but a visit to the job site the day before the interview would be prudent, if you are not familiar with the area.
- Do your homework, get to know everything, online and off, about your prospective employer. Look for the company's past achievements, accolades, and landmark days that have occurred, they are great conversation starters.
- Review your qualifications for the job, so you will have the "Why I am the best choice for the job." answer ready to go.
- Be ready to briefly describe your on-the-job experience, to show how it relates to the new position.
- Be ready to answer broad question, such as "Why should I hire you?", " Why do you want this job?", or " What are your strengths and weaknesses?" ... Always use short, positive answers, skipping the weaknesses.
- Practice interviewing with a friend and ask them to be critical with your answers, as well their questions.
- Arrive well groomed (showered, hair trimmed, and teeth brushed)... you'd be surprised how many candidates skip this step.
- Dress appropriately, which generally means no shorts, tanks, sandals, or dirty clothing.
- Leave the cigarette in the pack until after your interview, remember 8 out of 10 people in Ohio do not smoke. The smell of an ashtray is not appealing to the majority and could distract the interview conversation from your goal.
- Another avoidable distraction is gum. Chewing gum during an interview could demonstrate nervousness or indignation to a hiring manager, either of which should never be brought into the interview process.
- Best Prep Advise: Cater your resume to the job description! It will organize your thoughts toward your would be employer.

The Interview

- Be early and walk into the building 10 minutes before your interview, above all this is expected.
- Learn the name of the interviewer and greet them with a firm and forgettable handshake.
- Use good manners with everyone you meet. Make you Mother proud and check your ego at the door.
- Relax and answer each question concisely. Doing this will help you avoid ad-libbing something negative.
- Use proper English and avoid slang. "Not what you know, but who you know." stems from great communication skills.
- Be cooperative and enthusiastic. Being an open book will go along way but stay clear of past bad experiences, personal or professional.
- Use body language to show interest, i.e. good eye contact, no slouching, sit up with shoulder's back, etc.
- Ask questions about the position and the organization but avoid questions which the answers can be found on the company website
- Avoid asking salary and benefits questions unless an offer has been made.
- Cell phone off, check it twice.
- Thank the interviewer when you leave and shake hands.
- A few days after the interview, follow-up with a short thank you note. This note should be free of mistakes, concise, and unique to the recipient. Hand written is awesome but an email is also appropriate and the note must fit the situation.
- Avoid the temptation of downgrading previous employers. Everyone is connected today, especially within the same industry and your negative comments or jokes may just be aimed at an interviewer's friend.
- Social Media Profiles set to private, interviewers will Google you on Facebook, Twitter, Snapchat, etc.

Bring your Social Security Card, Government-issued ID (Driver's License), Resume/Application, References (with Permission), & Transcripts

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