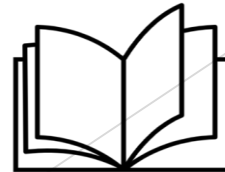


Job Interview Skills



**GED Written
Prep Workshop**



Learning Outcomes:

1. Explain the importance of an interview
2. Identify How to prepare before the interview
3. Explain what to wear for the interview
4. Identify positive behaviors during interview
5. Describe common interview questions
6. Identify questions to ask the company
7. Identify positive actions after the interview



Learning Outcomes:

Purpose of a job interview is for the hiring manager to learn more about you and for you to learn about the company and job

Importance - You only get 1 chance to make a first impression. Make it count



Know the Company

Purpose: Know who there are

What: Mission, Background information, History, products, services, customers, industry, etc.

How: Company website, Social Media, Reviews, YouTube, Google, LinkedIn, Twitter, Blogs, etc.



Know the Job

Purpose: Know what the job does

What: Daily activities, skills required, education, interactions, responsibilities, etc.

How: Company website, Social Media, Reviews, YouTube, Google, etc.



Know Yourself

Purpose: Answer Questions about yourself

What: Strengths, weakness, what you bring to the company, experience, education, skills

Examples: Positive attitude, customer service, lawn care, babysitting, culture knowledge, computer skills, etc.

How:

- Review your accomplishments and achievements - prepare stories to tell
- Prepare a “30 second commercial”
- Review sample interview questions
- Schedule a “mock interview”



Present Yourself

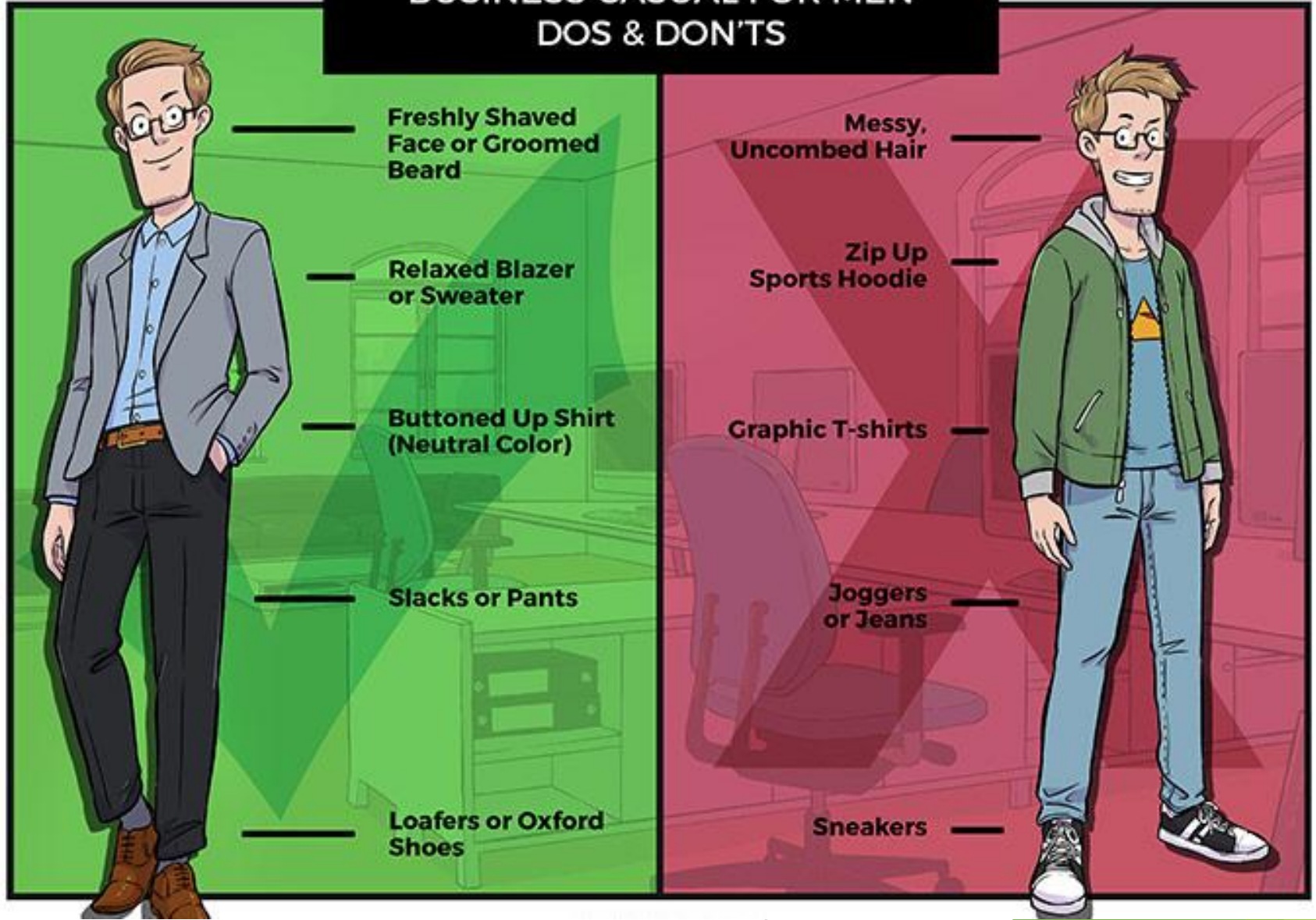
Interview attire should follow these guidelines:

- Clean, conservative hair
- Clean, trimmed nails
- Limited jewelry and accessories
- Limited cologne, perfume, makeup, nail polish
- No exposed tattoos



BEFORE THE INTERVIEW

BUSINESS CASUAL FOR MEN DOS & DON'TS



BEFORE THE INTERVIEW

Interviewing Attire

Dos

Jewelry in moderation

Conservative 2-piece suit

Skirt: Knee-length

Hosiery at or near skin color

Dark Shoes



Don'ts

Necklace too large/distracting

No bright colors/patterns

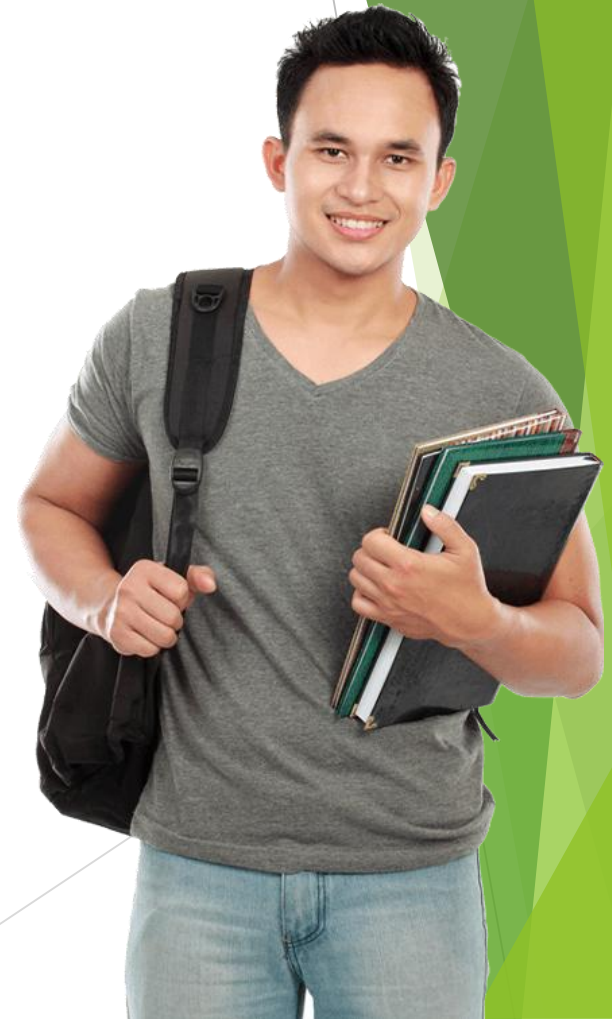
Capris: too casual

No open-toed shoes



BEFORE THE INTERVIEW

- ▶ Plan your trip
- ▶ Arrive 10-15 minutes early
- ▶ Get a good night's sleep
- ▶ Eat before your appointment
- ▶ Bring copies of your resumes
- ▶ List of reference
- ▶ A pen and pad for notes
- ▶ Turn off your cell phone



Before the Interview

- ▶ Remember that you are being evaluated by all of the individuals with whom you come into contact.
- ▶ Treat all individuals involved in the interview process with respect and kindness.



During the Interview

- ▶ Show enthusiasm for the position.
- ▶ Be on time
- ▶ Be positive
- ▶ Write names down
- ▶ Sit up straight
- ▶ Maintain eye contact
- ▶ SMILE!

Remember to be honest and be yourself. Be the best version of yourself you can be.



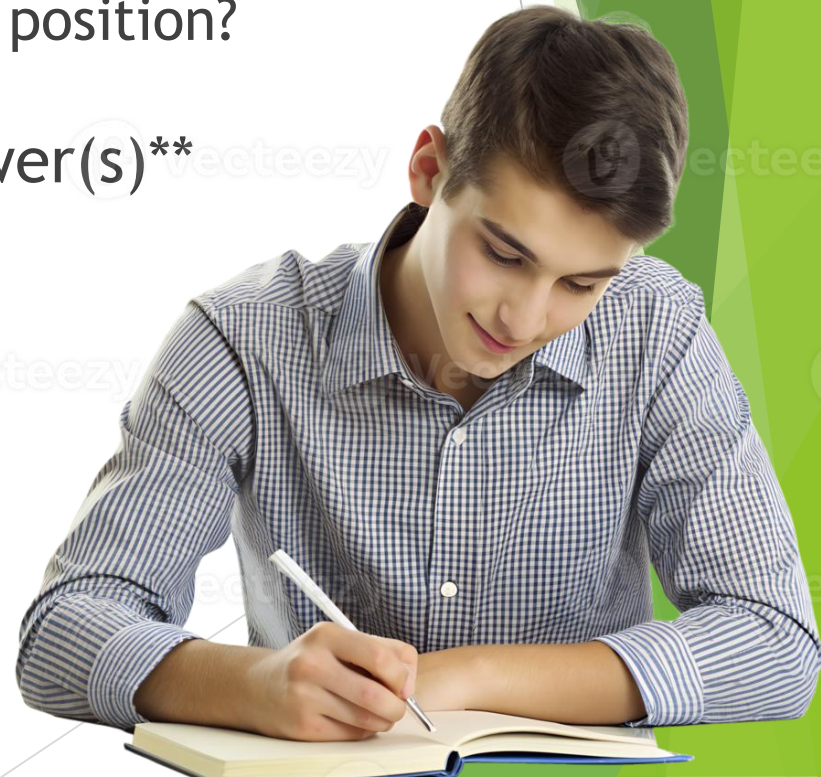
During the Interview

- ▶ Enter and depart confidently.
- ▶ Do your best to pronounce names correctly.
- ▶ Sit up straight, and maintain eye contact when speaking with others.
- ▶ Keep your hands out of your hair and away from your face.



Introduce yourself

- ▶ A firm Handshake
- ▶ Your Name
- ▶ Your Excitement about the position
- ▶ Brief Highlights about yourself
 - ▶ What makes you interesting?
 - ▶ What are your unique activities or involvements?
 - ▶ Why are you interested in the position?
- ▶ ****Write Names of the Interviewer(s)****



Common Questions

1. Tell me a little bit about yourself
2. What do you know about the company
3. How do you define customer service
4. What is your availability
5. Tell me about a time you had to deal with an upset customer
6. Why should we hire you?



Ask questions- End of Interview

1. How will I be trained?
2. What is the company culture?
3. What is your leadership style?
4. How do you define success for this position?
5. What is a typical day for this position?

****Don't ask about Pay****

****If you don't ask questions -
What message are you sending?****



After the Interview

- ▶ Send thank you notes to the individuals who interviewed you, thanking them for their time and consideration of you for the position.
- ▶ Thank you notes may be written on paper or delivered via email.

*Thank
you!*



Job Interview Skills



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