

HOW TO CONDUCT A SUCCESSFUL JOB INTERVIEW

Use the 5 A's approach:

1. APPEARANCE (FIRST IMPRESSIONS ARE MOST LASTING)

Be clean and neat in your attire.

You should always be well-groomed (haircut, shave, etc.).

Brush your teeth and comb your hair. (Check your breath)

Don't chew gum or smoke/chew tobacco.

Don't wear or overload yourself with jewelry or make-up or cologne.

Dress conservatively or in a respectful manner that fits the job you are applying to obtain.

BE ON TIME OR CALL AND RESCHEDULE FOR EMERGENCIES.

2. ASK QUESTIONS (DO HOMEWORK BEFORE THE INTERVIEW)

Know as much as possible about the company or place you are attempting to be hired.

Ask about their products and services.

Ask about the benefits (family, medical, dental, educational opportunities)

3. ANSWER QUESTIONS (DO YOUR HOMEWORK. PRACTICE ANSWERING SOME OF THESE OF TYPE QUESTIONS BEFORE INTERVIEW)

Why do you want to work with this company?

Tell me something about yourself.

What do you expect to be doing and earning in the next 5 years?

What did you like least about your last job?

Finally, be prepared to accept the job.

Explain your past criminal history. (Remember to stay positive as you share your story)

4. ASSERTIVENESS (SHOW STRONG DESIRE IN YOUR ACTIONS TO OBTAIN THE JOB)

Shake hands firmly and do not sit down until offered a seat.

Watch your posture.

Learn your interviewer's name.

Make continuous eye contact.

Be alert. Stay sharp. (Show enthusiasm and avoid unnecessary words. NO SLANG)

5. ATTITUDE (THE MOST CRUCIAL PART OF THE INTERVIEW)

Be self-confident.

Smile.

Do not start or get led into an argument.

Do not criticize former employee.

Do not discuss problems at home.

Be positive throughout the entire interview process.

Do not apologize for lack of experience or training.

Above everything else----BE HONEST.