

Interview Prep Packet



Name: _____ number of work hours weekly: _____

Name of Interviewer: _____

Address for Interview: _____

Phone number for interview: _____ Date and time of interview: _____

PREPARING FOR THE INTERVIEW

- Make sure you know the exact directions/location/office, traffic issues, etc.
- Be early—at least 10 minutes.
- Be well-groomed—clothing ironed/no stains, clean shoes, hair/nails clean, clean shaven or neatly trimmed beard
- Light, conservative makeup, perfume/cologne, jewelry.
- Dress appropriately—dress one step above what you would be wearing to work.
- Do not chew gum during the interview and ensure you have fresh breath.

ITEMS TO BRING TO THE INTERVIEW

- In a folder keep neat copies of:
 1. Resume
 2. List of References
 3. Letters of Recommendation
 4. Your current schedule, know what you have available for the employer

HOW TO DRESS FOR THE INTERVIEW

Men: Wear a button-up, sweater, or professional pull over top with slacks or dress pants. NO jeans or T-shirts. Appropriate footwear

Women: Wear slacks or a skirt with a professional top, sweater, or blazer. Wear a dress. NO jeans, T-shirts, or short hemlines. Appropriate footwear

MOST COMMON REASONS PEOPLE ARE HIRED

- Positive attitude and enthusiasm
- You get along with people, co-worker, supervisors
- Staying power with the employer-looking for people who will stay with the employer

DURING THE INTERVIEW

DO

- Turn your cell phone off before going into the interview.
- Greet your interviewer with a firm handshake and a smile, introducing yourself by name.
- Use good manners with all people you may interact with: in the parking lots, customers, reception, etc.
- Relax—think of the interview as a conversation, not an interrogation.
- Speak slowly and clearly.
- Listen to the questions carefully and give clear, concise and thoughtful answers—it's okay to take time when thinking of a response. If you cannot come up with one, be honest--ask if you can 'revisit' that question.
- Avoid slang.
- Be enthusiastic, confident, and courteous.
- Always be honest but not an open book: stay away from personal information about children and families.
- Use body language to show interest—use eye contact and good posture. Leaning slightly forward in your chair shows interest.
- Be positive!
- Prepare at least 2 questions about the position and/or the organization.
- At the end of the interview, ask what the next steps are.
- Thank the interviewer when you leave, shake hands and smile.

DON'T

- Don't be unprepared for interview questions—this will show what type of employee you may be.
- Don't try to cover up mistakes or make excuses. Instead, focus on what actions you took to improve and what you learned from them.
- NEVER speak poorly about a previous company, supervisor, or co-worker.
- Avoid asking questions about salary or benefits unless a job offer is made
- Avoid making comments or using humor that involves politics or religion.
- Don't get overly comfortable – avoid using sarcasm or jokes
- Don't act as though you are desperate for a job—even if you are.

MOST COMMON REASONS PEOPLE ARE NOT HIRED

- Poor personal appearance
- Too aggressive / overly confident
- Unable to express themselves clearly
- Overly nervous / under prepared
- Lack of interest, enthusiasm