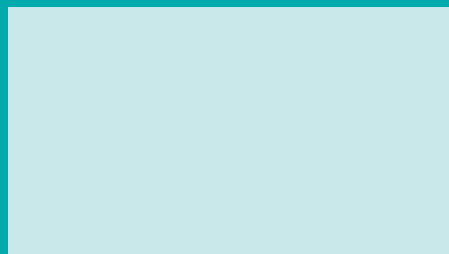




VALUING PEOPLE. VALUING MONEY.
MANAGING IN TOUGH TIMES INITIATIVE



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THIS MONTH'S TOPIC:

HOW TO ACE A JOB INTERVIEW

Searching for a new job can be a daunting task. It may take time to hear back from potential employers, so you must be patient during the process. When you get the call for an interview, you'll be ready if you follow these tips.

Do your homework

Research yourself, so you go in knowing how the potential employer might see you. Use Google and other search engines on someone else's device to look up your own digital profile. Clean up your accounts if needed.

Research the job and the company before going to the interview. It will help to have an idea in advance of how you might fit in. Think of what you can offer the employer, not just what they can offer you.

Look smart

Professionalism is important to a successful interview. Dress in appropriate business attire. At the very least, the outfit should include dress

slacks, shirt, and tie for men and a dress or slacks or skirt and blouse for women. A more corporate business outfit will usually include another layer, such as a suit jacket for men and a sweater, scarf, or suit jacket for women.

Arrive early to the interview. Smile and be polite while checking in with the receptionist. Be pleasant and professional while waiting. Use extra time to review your resume and portfolio if you have one, or to review information about the office that may be available in the lobby.





Thank You

Project confidence

Keep calm, and try to minimize nervousness. Relax with a breathing exercise or other meditation. Pump yourself up by repeating in your mind a confidence-building phrase, such as “I can do this!”

Self-confidence is believing in what you have to offer. Offer a firm handshake upon meeting someone. Keep your posture straight but not rigid – head high and back straight with no slouching. Maintain eye contact and smile. Try to avoid fidgeting. Listen more than you speak.

Prepare for questions

Some interviewers will ask for an example of how you’ve handled situations in the past. Plan ahead for this by thinking of a time when you have successfully worked with others, learned from a mistake, overcome a challenge, exceeded a goal, juggled multiple tasks, handled stress or pressure, etc.

Also think of an accomplishment or achievement from your previous work that you can share. If it is a job where you can bring work samples or other demonstrations of your skills, consider putting together a brief portfolio of work samples to leave with the interviewer.

Prepare by having a practice interview with a friend. Have the other person ask questions you aren’t expecting, so you can practice answering on the fly. No matter what is asked, be authentic and tell the truth.

Conclude on a high note

Take notes during the interview. Also have a few questions prepared that show your interest in the job and company. At the conclusion, thank your interviewer for his or her time.

Within a day or two of the interview, follow up with a written thank you note. You can email it or mail it. Make it personalized to the interviewer. Keep it brief and review it for accuracy before sending it. This simple step might keep you on top of the interviewer’s mind as they consider other candidates.

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