

You're Hired!

Be prepared for the job interview!

Interview preparation can help you WOW the potential employer with a higher confidence level and ability to highlight your strengths. Here are some common interview questions that you should be ready to answer:

1. Tell me about yourself.

Always, always, ALWAYS turn your answers into positive job accomplishments at every opportunity. Focus on the job requirements. Be specific with examples of your responsibilities and especially your achievements so you can present yourself as a perfect match for the needs of the position.

2. Can you describe a previous school or work situation in which you ... ?

The interviewer is traditionally looking for your behavior on the job. Your answer could focus on a crisis you helped resolve, meeting a stringent deadline, handling a problem coworker, or juggling multiple tasks on a project for a previous class or job.

3. What are your strengths and weaknesses?

Your best bet is to fit your "strengths" answer to skills that your prospective employer seeks in the next employee. When it comes to weaknesses concentrate on "growth areas."

4. Why did you leave your previous position?

No matter what, always tell the truth, and never speak negatively about past employers. Be honest and tell the interviewer what you're hoping to find in a new job. If you do not currently have a job — be honest. And never lie about the reason or reasons you aren't currently working.

5. What is your ideal work environment?

Be sure to include ideas about supervision, management styles, and your workday routine.

6. Why do you want to work for this company?

Make sure you have researched the company and have a deep understanding of their goals, history, and marketing strategies. Join business social media sites and begin building a professional network online. Many times in getting a job, it's who you know.

7. What is your most notable accomplishment?

You MUST be able to quantify your achievements if you want to stand out among other applicants.



By Ron Haynes

Resume Writing Tips

- **Customize it!**
 - Use a professional email address.
- **Avoid lazy words.**
 - **Organize your layout.**
- **Highlight accomplishments.**
 - **Proofread.**

Job Interviewing: Dos and Don'ts

Dos

- **Do** research on the company so you will be prepared to answer any questions about its history or business.
- **Do** practice interviewing before the actual interview. Enlist a friend for help.
- **Do** arrive early. Preferably 10 to 15 minutes prior to the interview start time.
- **Do** greet the interviewer by title (Ms., Mr., Dr.) and last name.
- **Do** be aware of body language. Maintain good posture and look enthusiastic.
- **Do** emphasize your strengths.
- **Do** ask questions. This will display your interest in the position.

Don'ts

- **Don't** be late.
- **Don't** chew gum or smoke during the interview.
- **Don't** dress casual.
- **Don't** have a limp or clammy handshake.
- **Don't** be soft-spoken. Confidence is key.
- **Don't** answer questions with a "yes" or "no." Give examples.
- **Don't** answer your cell phone or reply to text messages. Turn it off.

