

# TIPS FOR A SUCCESSFUL JOB INTERVIEW



- **RESEARCH THE COMPANY**  
Find out as much as you can about the company
- **EXPLAIN YOUR EXAMPLES IN DETAIL**  
Use the S.T.A.R. method to answer questions\*
- **LOOK YOUR BEST**  
Your clothes should be neat and appropriate for the working environment  
You should be well-groomed  
No heavy perfume or cologne  
Modest jewelry
- **BE PREPARED**  
Bring a copy of your resume, references, samples of work if appropriate
- **ARRIVE EARLY**  
Make sure you know how to get to the interview and arrive 10 minutes early

## \*The S.T.A.R. Method:

### **Situation**

*Explain the situation*

### **Task**

*Explain your task or role*

### **Action**

*What action did you take?*

### **Results**

*What resulted from your action?*

## Commonly asked interview questions:

- ✦ *Tell me a little about yourself*
- ✦ *What are your strengths?*
- ✦ *What are your weaknesses?*
- ✦ *Why do you want to work here?*
- ✦ *Tell me about your most recent job.*
- ✦ *Why did you leave your last job?*

- **BODY LANGUAGE**  
Look the interviewer in the eye, but don't stare  
Sit up straight and act alert  
Don't chew gum or smoke  
Smile when appropriate
- **BE ENTHUSIASTIC**  
Show genuine interest in the job
- **USE DISCRETION**  
Be honest in your answers but steer away from troublesome areas
- **ASK QUESTIONS**  
Ask questions that will help you decide if the position is suitable for you
- **SUBJECTS TO AVOID:**  
Don't mention financial or personal problems  
Don't talk about what was wrong with previous employers  
Don't mention salary or benefits
- **REMEMBER TO THANK YOUR INTERVIEWER**

