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**