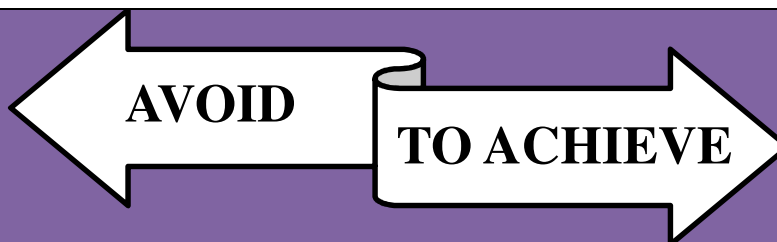
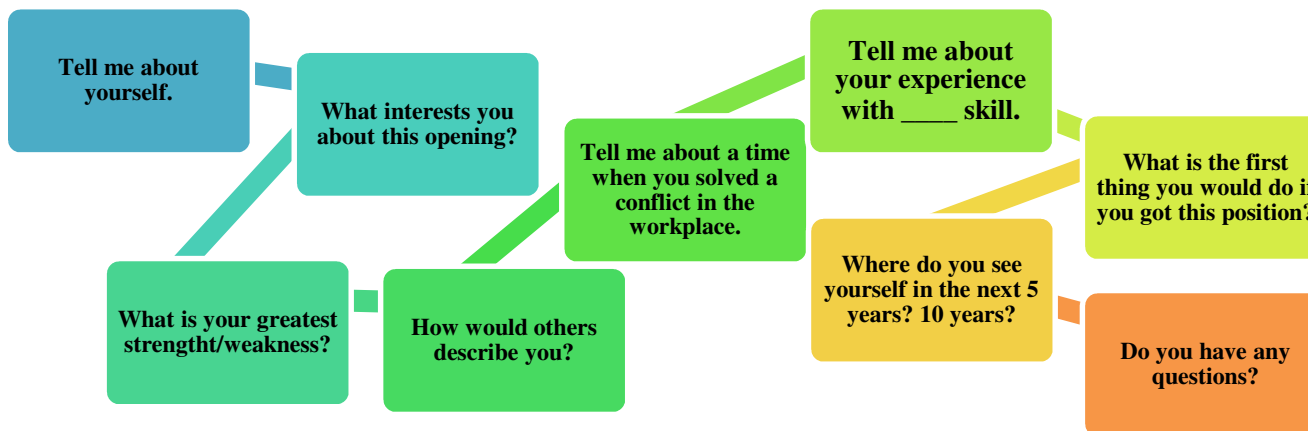


BEST PRACTICES FOR INTERVIEWING



PREPARING	<ul style="list-style-type: none"> unprofessional voicemail or 3rd parties awaiting potential interviewers 	<ul style="list-style-type: none"> Record professional messages and prep all who cohabitate
	<ul style="list-style-type: none"> unprofessional information social media sites 	<ul style="list-style-type: none"> Clean up your social media profiles as can be first interview
	<ul style="list-style-type: none"> rescheduling without a dire excuse 	<ul style="list-style-type: none"> Make sure you can attend interview before it is scheduled
	<ul style="list-style-type: none"> getting lost and missing appointment 	<ul style="list-style-type: none"> Practice the route prior at the same time as scheduled interview
	<ul style="list-style-type: none"> arriving late and flustered 	<ul style="list-style-type: none"> Arrive at least 10-min. early and check-in at least 5-min. early
BRING	<ul style="list-style-type: none"> cell phone should be left OFF or in trunk of car 	<ul style="list-style-type: none"> Give interviewer(s) your undivided attention
	<ul style="list-style-type: none"> backpack or school notebooks 	<ul style="list-style-type: none"> Carry a portfolio or folder with a pen and pad of paper for notes
	<ul style="list-style-type: none"> being empty handed 	<ul style="list-style-type: none"> Be able to offer 2-3 copies of your resume & reference page
ATTIRE	<ul style="list-style-type: none"> patterns or bright colors 	<ul style="list-style-type: none"> Wear solid and neutral colors
	<ul style="list-style-type: none"> too dressy or too casual 	<ul style="list-style-type: none"> dress one level above what might wear to work at that job
	<ul style="list-style-type: none"> revealing attire or attire that advertises 	<ul style="list-style-type: none"> Choose professional appropriate attire that matches the organization
RESPONSES	<ul style="list-style-type: none"> giving short 1-word cliché responses 	<ul style="list-style-type: none"> Demonstrate with ESR responses: Examples, Specifics, and Results
	<ul style="list-style-type: none"> not having an interview strategy 	<ul style="list-style-type: none"> Practice the most common interview questions
	<ul style="list-style-type: none"> criticizing a previous employer 	<ul style="list-style-type: none"> Keep responses positive and about your own skills and performance
QUESTIONS	<ul style="list-style-type: none"> lacking knowledge of organization 	<ul style="list-style-type: none"> Research company and have at least 3 questions prepared
	<ul style="list-style-type: none"> about salary and benefits 	<ul style="list-style-type: none"> Ask how they have recognized employees in the past
	<ul style="list-style-type: none"> promotion or raise schedule 	<ul style="list-style-type: none"> Ask what would be best for you to accomplish as new employee
	<ul style="list-style-type: none"> why questions puts people on defensive 	<ul style="list-style-type: none"> Ask what they like about their job or organization
	<ul style="list-style-type: none"> about competition-should know from research 	<ul style="list-style-type: none"> Ask about the culture of the organization
	<ul style="list-style-type: none"> about getting an office or special supplies 	<ul style="list-style-type: none"> Ask about opportunities to collaborate in teams
BEHAVIOR	<ul style="list-style-type: none"> hunching over or minimizing 	<ul style="list-style-type: none"> Demonstrate self-confidence with posture and body language
	<ul style="list-style-type: none"> weak handshakes or eye contact 	<ul style="list-style-type: none"> Offer a firm handshake and appropriate eye contact without staring
	<ul style="list-style-type: none"> voice issues (timid, monotone, speedy, “ums”) 	<ul style="list-style-type: none"> Enunciate words and use a steady pace & voice with normal intonation
	<ul style="list-style-type: none"> apathetic or negative attitude 	<ul style="list-style-type: none"> Demonstrate a positive attitude with a smile
AFTER	<ul style="list-style-type: none"> annoying or stalking 	<ul style="list-style-type: none"> Send a short but positive-sounding thank-you note

MOST COMMON INTERVIEW QUESTIONS



Know your rights! Are these interview questions legal?	LEGAL	ILLEGAL
Have you ever been arrested?		X
Have you ever been convicted of a crime?	X	
Are you married?		X
What religion are you?		X
Do you have children or planning on it?		X
What responsibilities could interfere with work?	X	
What country are you from? What is your nationality?		X
Is English your first language?		X
What other languages do you speak or write fluently?	X	
Do you have outstanding debts? Do you own property?		X
Do you drink alcohol socially?		X
What illegal drugs have you used in the last 6 months?	X	
Have you had a past drug addiction?		X
Say, how old are you anyway?		X
When did you graduate High School?		X
What kind of discharge did you receive from the military?		X
Do you have any disabilities we should know of?		X
Can you perform the position without accommodation?	X	
Why are you seeking new employment?	X	
Have you ever been fired from a job?		X