

Job Interview Tips & Practice Handout

There are books & websites dedicated to Job Interviews so it's impossible to cover everything in a handout! We recommend you delve deeper with books, YouTube videos, Google, Websites and our Client Resources webpage.



Before The Interview Checklist:

- If you are unsure where it is, go to the business (without entering) a day before so you know exactly how to get there and where to enter.
- Plan what you are going to wear.
- Review the job posting and research what people in this position do.
- Research what this company does and what makes them unique.
- Visualize yourself working there. You need to believe that you are the right fit for this job opportunity, or the employer won't!
- Review your resume and pack three pristine copies of your resume to take with you (likely two for the employer and one for you to reference).
- Bring a pen, notepad and your prepared questions for them.
- Avoid being around smoke and/or smoking.
- Ensure you are clean but do not wear cologne, perfume or body spray.



When You Arrive:

- Act as though your interview starts the moment you step on their property by being friendly to everyone you encounter in the business.
- Avoid chewing gum and/or having your cellphone out when entering.
- Ensure you are early for your interview! Check in at the business about ten minutes before the interview is scheduled.

During The Interview:

- All answers you give should be positive. If you must say something negative about a situation or experience that happened, follow it up with how you have overcome that issue or grown from that experience leaving them no doubt you will be a great fit for this job.
- Answer questions clearly in a brief and positive manner.
- Avoid bringing up children, health issues, beliefs, religion or politics.
- Maintain good (but not creepy) eye contact with the interviewer(s).
- Show genuine interest in the company and gratitude for the interview.
- If you really want to work for this employer, let them know it.
- If you are willing to take any position they may have available, let them know you are open to any opportunity with this company.



After The Interview:

- Make notes for yourself including names, details and other information for follow-up .
- If there were questions asked that you don't think went well, make note of them and practice coming up with better answers.
- If you have their email, send a brief thank you email for their time and consideration in hiring you.
- Even if things went awesome, be relentless and keep job searching.



We encourage you to practice interview questions you may encounter with family and/or friends! Discuss with them what went well and what didn't. You can find dozens of examples online like these:

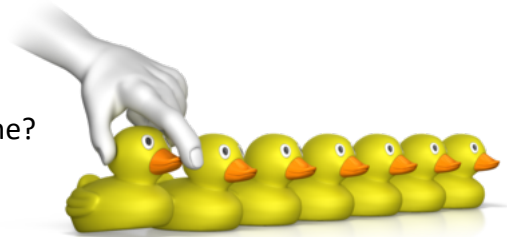
Tell me about yourself.
Why do you want this position?
Why did you leave your last position?
What are your salary expectations?
What are your strengths and weaknesses?
Why should we hire you instead of someone else?
How do you react to criticism?
How would you handle an angry customer?



Be a **S.T.A.R.** at answering behavior questions! *Ex: Tell me about a time you had conflict with a coworker.*
S – describe **SITUATION** **T** – explain **TASK** **A** – explain **ACTION** you took **R** – share **RESULTS**

Get Your Ducks In a Row By Preparing Yourself To Answer Difficult Questions Like:

- Give an example of a difficult experience you had at your last job with a customer or co-worker and how you handled it (use S.T.A.R.).
- Why did you leave your last job?
- Why do you have gaps in your work history?
- Why have you worked so many jobs in a short period of time?
- What is your opinion of your last employer?
- What are your long-term goals?



Remember to put a positive spin on anything negative by ending what you learned from the experience and how this will not be an issue if they hire you. Always be honest but be careful not to complain or give too much information. To be prepared for these difficult questions, we encourage that you write out answers to these questions as practice because people can lose the opportunity if they answer them poorly. If you do not know how to put a positive spin on any of the above, look on KEE's Client Resource page, or YouTube for videos, or you're always welcome to ask your KEE Coach for advice.

Have Questions Prepared For The Interviewer!

It's best not to come across self-centered by asking about discounts, vacations or benefits packages. Discussing "benefits" are usually something brought up when you are offered the job before you accept the position. Some appropriate examples of questions to ask at the interview are:



*What are the next steps in your interviewing process?
When will you be making a decision?
When do you expect the successful candidate to start working?
What are some of the challenges a person in this position can expect?
What is your favorite thing about working here?
Or it's great to ask specific things from the job description like clarifying what they mean by "some travel required".*

If you would like a mock interview prior to your job interview, contact your KEE Coach to arrange one.