

Successful Interviewing

The interview is your chance to convince the employer to hire you. Interviews are usually held in person or by phone. You may be interviewed by only one person or a small group of people. Follow these tips to help make your interview successful.

Before the Interview

- You may be asked what you know about the company during an interview so research the company in advance. Check the company's website and visit with company employees through the company's presence on sites such as LinkedIn.com or Facebook.com. Use google.com or bing.com to search the company's name and see what information is available.
- Get a copy of the job description and note the required skills. Be prepared to tell the interviewers how you meet those skill requirements.
- Practice, Practice, Practice!!! Go over possible questions prior to the interview and prepare how you would answer the questions. Call your local Job Service to learn about interview preparation resources.
- Prepare relevant questions to ask the employer during the interview.
- Let references know where you are interviewing and for what position so they will be prepared for reference calls.
- Know how to handle questions if you have a criminal background. Review Job Service North Dakota's free publication, 'Overcoming Criminal Convictions,' for more information.
- You may want to go to the interview site the day before so you know for sure where to go.

At the Interview

- Arrive at the interview site 10 minutes early to allow yourself time to relax and prepare.
- Bring relevant documents such as copies of your résumé and references, samples of your work, or a copy of the application you submitted.
- Be pleasant to everyone...friendly but not too casual. You never know who has input into the hiring decision. The person you pass in the hall may be the hiring manager.
- Turn your cell phone off, not just on etiquette or vibrate mode. Your attention should be focused on the interview, not on a phone 'buzzing' in your pocket.
- Do not chew gum and do not bring food, beverages, friends or family with you. Remove your cap when entering the business. Do not smoke right before you enter the building; the interviewer will be able to smell the smoke on your clothing and/or breath.
- Greet the interviewer with a smile, handshake, and eye contact to portray self-confidence and make a more personal connection.
- Show enthusiasm and excitement about the opportunity to interview and work for the company. The difference between bragging and self-confidence is enthusiasm.
- Talk about what you can do for the employer – not what they can do for you. A better time to talk about what the employer can do for you is after you are offered the job.
- Be honest when asked about your weaknesses and then turn your weaknesses into strengths. Tell them what you are doing to improve your weaknesses.

- Ask your prepared questions when appropriate. This shows your interest in working for the company.
- Never ask about wages or salary at an interview. If the employer doesn't bring up the subject, neither should you. Discuss pay when you get the job offer (and before accepting the job). However, if the employer does ask what your wage expectation is, be prepared to give a wage range rather than one specific dollar amount. Justify your wage expectation by briefly reviewing the skills you have that will benefit the company.
- Thank the interviewers for their time. This is an act of courtesy and acknowledges that their time is valuable. Ask interviewers for their business cards.

After the Interview

- Send thank-you notes to the interviewers immediately after the interview. Refer to the business cards for the correct spelling of names and addresses. Notes may be handwritten or typed and mailed or e-mailed. This gives you a chance to express your interest in the job again.

Phone Interviews

- Be in a quiet location.
- Use a land line instead of a cell phone for telephone interviews, if possible.
- Wait for the interviewer to speak after you have answered a question. There may be brief moments of silence as the interviewer takes notes, so do not start talking again to fill the silence.

Helpful Websites for Interview Questions

You can find helpful interview skills information, sample interview questions, and job search advice on the internet.

- www.jobinterviewquestions.org
- <http://www.xinterview.com/>
- www.careerbuilder.com
- <http://www.quintcareers.com>

Attend a Job Service Interview Skills Workshop

Check with your local Job Service office for times, dates and to reserve your seat. Interview skills workshops vary by Job Service Office.

WinWay® Resume Deluxe Software Available at Job Service

WinWay® Resume Deluxe is a software program that can help you write your résumé. You can also review sections on interviewing which include sample questions and answers, and salary negotiations.

Job Service North Dakota is an equal opportunity employer/program provider.
Auxiliary aids and services are available upon request to individuals with disabilities.