

INTERVIEW PREPARATION GUIDE

The following tips will ensure that you are well prepared and ready to go





Position:

Date:

Time:

Company:

Website:

Address:

Contact:

Phone:

Email:





Interview Prep

- Research Company
- Review Key Interview Questions
- Review Key Strengths
- Pick Up Dry Cleaned Clothes
- Print Out Multiple Resumes
- Print Out Directions



Pre-Interview

- Plan to Arrive 15-30 Mins Early
- Business Attire
- Directions
- Contact Info
- Resumes
- Turn Off Cell Phone



Notes:





The Company....Know it

Take a few minutes to check out the company's web site and soak in some information. You should be able to answer the following questions:

- What services or products does the company provide?
- How many employees does the company have?
- Who are their customers?
- Do they have any specific company values or cultures?

You can also search the internet for any recent news about the company that you might be able to reference briefly during the interview. This effort will show that you are proactive, hardworking and prepared.



Dress...Appropriately

Appearance is a critical evaluation component. Make sure that your attire is tasteful, clean and wrinkle free. Unless you are told otherwise, it's best for guys to wear a suit and ladies to wear a professional business outfit. Also, you want to avoid showing anything (tattoos, piercings, skin, etc.) that might take away attention from your qualifications and skills. If you are unsure of anything, just give us a call and we'll help you out.

REMEMBER: You're interviewing for work, NOT a date





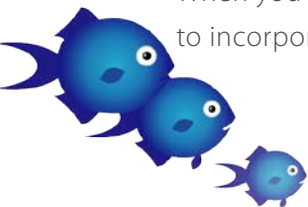
Questions....Be Prepared

Your greatest asset is how you effectively communicate your traits, skills, and experiences. It's all about marketing. An Interview is basically one big Q&A. So heads up – they'll ask questions! You can't control what questions they'll ask, but you can be prepared for some of the common ones which are listed below:

- What are your goals?
- Tell me about yourself.
- What did you do in your last job and why did you leave?
- What are your strengths and weaknesses?
- What do you know about this company?
- Why do you want to work here?
- What are some of your proudest achievements?
- Describe a conflict and your resolution to the problem.



SUGGESTION: Write down everything that you think is great about you/experiences where you've shown the "SUPER YOU". When you are thinking up answers to the questions above, try to incorporate those 'greatness' points.





during the interview tips



The Early Bird....Catches the Job

Arrive 15-30 minutes early. This is what companies' consider "on time" for interviews. No matter the excuse, being late is a first impression you don't want to make. Arriving early gives you time to review notes and calm down before the interview.

Non-Verbal and Verbal Skills....They Matter

Greet your interviewer with a smile, direct eye contact and a firm handshake. Be confident about yourself and your skills. Show your enthusiasm and interest in the job and don't be afraid to show your own character. Ask questions and do your best to turn the interview into a two-way conversation. Try to have a question or two about the company or the position. Finally, close the interview with another smile, firm handshake and a "thank you." Ask them when they will be making their final hiring decision and if you should follow up.

REMEMBER: Anyone you come in contact with might be involved in the hiring decision.

Follow up....With Yourself and the Employer

When it's all over and you're safe and sound by yourself, spill the beans. Write down how you feel the interview went and any key notes {names of those who interviewed you} from the interview to remember! This will help you during a follow up call/interview and writing a thank you letter.





notes

Notes:



Contact us if you need anything. Good Luck!



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