



Gearing Up For Your Transitions

How to Behave During the Job Interview

Some Tips to Help You Shine

Be prepared. Bring a copy of your resume, your references and the job description if you have one. Your references are people you have known for a number of years that you feel would give positive information about you. Also, find out as much as you can about the company before the interview so you can determine if it would be a good fit for you and to answer questions if asked about why you want to work for the company during the interview.

Make sure you arrive for your interview ten to fifteen minutes before the scheduled time. You may want to make sure you know the location and how to get there in advance so there are no delays in route that would cause you to be late. What is rush hour traffic like? Does your interview time happen during rush hour? How many miles is it from where you live? If you are concerned about arriving on time leave a little earlier.

Your grooming is important. Make sure you are dressed for success. The way you look will be considered by your employer. Example: If you are interviewing for a construction job, you do not need to wear a suit. If you are interviewing for a professional job or would be working in an office environment you should wear a suit. For a more casual position wearing a button down shirt and a nice pair of pants or a skirt is appropriate. Avoid distracting flashy clothes and make sure they are modest. They should be clean and wrinkle free. Make sure your teeth are clean and your breath is fresh. Brush or comb your hair before you go into the business. Your hands and your fingernails should be clean. Do not have anything in your mouth during the interview.

Relax and smile. It is very common to feel nervous during an interview. Be confident in your abilities. Give a firm handshake when you meet and look your interviewers in the eye. If there is more than one interviewer, make eye contact with all of them during your interview. Do not fidget or wiggle in your chair during the discussion. Your goal is to appear as confident and happy as possible even though inside you may be uncomfortable or nervous.

Know your rights before the interview. There are federal laws to protect citizens with disabilities from job discrimination. They can ask you if you would be able to do a job with reasonable accommodations; meaning if you need some adaptations or a piece of equipment to do the job.

At the end of the interview, give firm but relaxed handshakes looking each person in the eye. Make sure you say thank you for your time and smile.