

# **Planning, Preparing and Successfully Completing your Job Interview**

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# 10 seconds to lose the job

1. **LATE** Be on time!
2. **Slang** “Hey, what’s going on?”
3. **Excuse** “Sorry I’m late, I got behind
4. **Discriminating** some old guy,
5. **Negative attitude** who was driving about 5 miles per hour.”
6. **Blaming others**
7. **Lack of tolerance**
8. **Not a team player**
9. **Shoes** Not dress shoes
10. **No belt**
11. **Shirt** Tuck it in
12. **Shirt** Iron your clothes
13. **No jacket**
14. **No watch**
15. **Chewing gum**

# Preparing for your Interview

## The Day/Week Before...

- Get enough sleep (**do not stay out late**)
- Get your hair cut
- Fill your gas tank, check oil, tire pressure, etc.
- Wash and clean out your car
- Know where you are going (**have a map, drive the route**)
- Research the company
- Clean and Iron your clothes (**dry-clean if necessary**)
- Buy new clothes if needed (**have at least 2 outfits**)
- Buy quality interview clothes that fit you
- Practice your answers to interview questions

# Preparing Yourself

- Shower, wash and use deodorant
- Light on the perfume and cologne
- Wash your hair - conservative style and color (**no spikes**)
- Trim and clean your fingernails
- Women - clear or conservative colored nail polish
- Neatly cover/bandage cuts, scrapes, etc.
- Light on the jewelry
- Women - small earrings, conservative necklace, bracelet & ring
- Men - no earrings, or jewelry (**wedding ring okay**)
- Both - No piercings on face or mouth
- Light makeup, hairspray, lipstick, curling iron
- Wear a watch!

# Dressing for Your Interview

**Warm, conservative colors like blue, gray, brown and black are the least “loud” and offensive.**

**They convey a calm, serious personality and allow the interviewer to focus on you and not what you are wearing.**

# Dressing for Your Interview - Women



## Business Casual

- Dress conservatively - not loud and bold.
- Blues, grays, browns, blacks - warm colors
- Clean and ironed clothes
- No hats
- Dress shirt or sweater (**only top button open**)
- Jacket or sweater
- Skirt (**at, or below the knee**)
- Hosiery (**appropriate**)
- Dark, closed toe, low heel, clean & polished
- Belt to match outfit, in good shape
- Small purse, in good shape
- Winter jacket - dark, professional, clean

# Dressing for Your Interview - Women



## Business Professional

- Dress conservatively - not loud and bold.
- Blues, grays, browns, blacks - warm colors
- Clean and ironed clothes
- No hats
- Slacks or skirt with a jacket
- Skirt (at, or below the knee)
- Dress shirt (only top button open)
- Hosiery (appropriate)
- Dark, closed toe, low heel, clean & polished
- Belt to match outfit, in good shape
- Small purse, in good shape
- Winter jacket - dark, professional, clean

# Dressing for Your Interview - Men



## Business Casual

- Dress conservatively - not loud and bold.
- Blues, grays, browns, blacks - warm colors
- Clean and ironed clothes
- No hats
- Dress shirt - long sleeves (only top button open)
- Tie (button all buttons)
- Jacket
- Dress pants
- Dark socks
- Dark dress shoes, clean & polished
- Dress belt to match outfit, in good shape
- Winter jacket - dark, professional, clean



# Dressing for Your Interview - Men



## Business Professional

- Dress conservatively - not loud and bold.
- Blues, grays, browns, blacks - warm colors
- Clean and ironed clothes
- No hats
- Dress shirt - long sleeves (only top button open)
- Tie (button all buttons)
- Suit (Jacket and suit pants)
- Dark socks
- Dark dress shoes, clean & polished
- Dress belt to match outfit, in good shape
- Winter jacket - dark, professional, clean

# Bring to Your Interview

- Portfolio of your work samples, etc.
- Any other samples that demonstrate you can do the job
- Extra copies of resume, references, cover letter, job posting
- 2 pens
- Legal pad in a portfolio folder
- 5 questions to ask the interviewer (**write them down**)
- Information to help you fill out an employment application
- Names of the people you are meeting with (**job titles**)
- Map with directions
- Phone number of your interviewer (**phone if possible**)
- Phone number of the company
  
- Breath mints (**before the interview, not during**)

# During Your Interview

- Greeting - eye contact, firm hand shake (2 and out)
- Keep an interested and enthusiastic appearance
- Facial expressions **(don't look scared or arrogant)**
- Sit up in your seat, back straight, confident
- No sudden movements or overly excited gestures
- No nervous “ticks,” foot tapping, pen clicking, etc.
- Take your time to answer questions completely
- Maintain personal space - 3 feet
- Ask to sit down, or to put things on their desk
- Allow them to control the interview. You are in control of yourself, your presentation, and your answers.

# During Your Interview

**Smile, be enthusiastic, make eye contact often (don't stare), answer their questions with intelligence and eloquence, and give an outstanding presentation of yourself.**

**Don't gossip, put down your previous employer, or talk negatively, and don't talk about politics, religion, or other sensitive issues.**

**Focus on communicating to them that you have the knowledge, skills, abilities and enthusiasm to do this job!**

# Helpful Websites

The following Websites are full of excellent information and advice about landing your first job...

[www.careerbuilder.com](http://www.careerbuilder.com)

[www.monster.com](http://www.monster.com)

<http://hotjobs.yahoo.com>

[www.wwtc.edu/placement](http://www.wwtc.edu/placement)

[www.collegegrad.com](http://www.collegegrad.com)

# Remember...

- **Practice, practice, practice answering interview questions**
- **Learn from your mistakes (you will make mistakes)**
- **Always thank them, shake hands, and discuss the next steps**  
**“When will you be making a decision?”**
- **Always send a thank you letter**