



## **YOU HAVE AN INTERVIEW. NOW WHAT??**

Your qualifications and skills are only part of what the interview panel is looking for during an interview. Whether you get the job depends largely on how you behave at the interview – what you do, what you say and how you say it.

To land a job, you'll have to appear professional, confident and capable. You will be judged, not only on your ability to do the job, but also on how well you will get along with the people with whom you will be working.

The panel will be watching your communication skills and manners before, during and after the interview to predict whether you'll work well with others.

Fair or not, using poor manners can give the hiring manager the impression that:

- You are unlikely to be able to perform well in certain work situations, especially those involving work teams or customers
- You do not care about, value or respect the people with whom you are interacting

### **Prepare in Advance**

- Make sure you are familiar with the information you provided on your application. This will enable you to give detailed answers when questioned about your education and work experience.
- Follow any instructions given to you on the invitation email (example: read 40 Developmental Assets, bring list of former supervisors and contact info).
- Arrive on time! If you are late to an interview, the interview panel will assume you will also be late to work. Make sure you arrive to your interview five to ten minutes early.

### **Dress for Professional Success**

- Create a good first impression; dress appropriately in a neat, tidy and conservative manner. Your clothing does not have to be elaborate or expensive.
- Be mindful when applying perfume and cologne. You don't want your overwhelming scent to be the first or last thing your interviewer notices and remembers about you.

### **Please Do!**

- Turn off all electronic devices
- Look interested and smile, maintaining good posture and proper eye contact
- Answer the interview questions thoroughly without too much unnecessary details
- Sell yourself! Highlight all the great things about you
- Answer with more than a "yes" or "no"
- Ask the panel to repeat the question, if you need more information

### **Please Don't...**

- Arrive unprepared; research the District and the position you are applying for
- Chew gum
- Focus too much on money
- Arrive late
- Forget to bring requested documents
- Bash former employers or co-workers
- Lack enthusiasm, yawn or appear bored