

Speaking to the Skills I Have Online Workshop

Module 7 & Handout 1

Interview Preparation Steps

It takes a lot of work to get work.

Gone are the days where an individual would compose one resume, send it out on mass, and then wait for the phone to ring to attend an interview.

Now, resumes and cover letters must be custom made for each type of job wanted.

Many companies do not want resumes or job applications mailed to them, but prefer all correspondence is handled electronically. That is something not within your control.

However, having a sense of control in other things related to an interview can increase a person's confidence level.

This sense of control will enhance your interview experience.

There are many things that you can do within your control to ensure the interview process goes more smoothly.

A key component to a successful interview is being prepared – before the interview, during the interview and after the interview.

BEFORE, DURING OR AFTER

Review the following list below, indicate whether that task or trait would occur before, during or after an interview. Note – some tasks or traits could occur in more than one timeframe.

Be prepared to talk, but not too much	Before	During	After
Prepare for questions that may be asked	Before	During	After
Be interesting	Before	During	After
Thank the interviewer for their time	Before	During	After
Prepare questions to ask about the company or the job	Before	During	After
Be honest	Before	During	After
Arrive approximately 15 minutes early	Before	During	After
Illustrate your answers with examples	Before	During	After
Be aware of your body language	Before	During	After
Send a follow-up thank you note to the interviewer	Before	During	After
Read position details and review information about the company (website or company brochures)	Before	During	After
Know when and where the interview will take place and ask who will be interviewing you	Before	During	After
Re-read your resume	Before	During	After
Make a good entrance and make a good impression with every person you meet (starting at the reception desk)	Before	During	After
Be aware of your body language – smile, eye contact, posture	Before	During	After

Wear clothes suitable to the type of work you have applied for and/or the company you applied with	Before	During	After
Be yourself	Before	During	After
Be prepared to talk, but not too much	Before	During	After
Don't be afraid to ask for clarification	Before	During	After
Have a strategy for dealing with stress	Before	During	After
Illustrate your answers with examples	Before	During	After
Be ready to promote yourself and your skills/abilities	Before	During	After
Be interesting	Before	During	After
Know your attributes and have examples ready that support your statements	Before	During	After
Know when the interview is over - read interviewer's body language	Before	During	After
Select appropriate clothes to wear	Before	During	After