

Name _____ (20 points)

Employment and Career Readiness – Part 1

Are you...

...*that* person who does not research the company, industry, and position prior to a job interview?

...*that* person who arrives late to an interview?

...*that* person who wears jeans and a t-shirt to a formal job interview?

Don't be *that* person!

A job candidate applying for a position at a tutoring center wore pants and a shirt to the interview. Unfortunately, she missed a button. When the candidate was standing, the shirt looked fine. However, when she sat down, the shirt gapped open and revealed a large section of her stomach. Don't be *that* person who accidentally overexposes yourself.

A job interview is not the time to just "wing it." Many job applicants may have the perfect skill sets on paper, but few can present themselves professionally and express their thoughts clearly. Preparation and practice are the keys to success. A job interview is similar to an audition. Just like an audition for a school play or sports team, you must prepare and practice for it. First impressions count, so take the time to put your best foot forward

Research the Position, Company, and Industry It is unrealistic to think you can excel at an audition if you do not understand the criteria for success. Likewise, you must first understand the job position before you interview for it. Review the job posting to understand the duties, functions, and qualifications of the position. Conduct additional research about the position using the Internet or other resources. Develop an idea of its responsibilities, career path, employment outlook, and salary range. Then identify how your education, work experiences, and extracurricular activities make you a qualified candidate. If you are lacking key qualifications, be ready to describe related experiences or ways you plan to acquire the skills.

Familiarize yourself with the company by reviewing its website and social media sites. Determine the company's mission statement, headquarters, size, specialty, typical customers, key leaders, major competitors, and stock price (if it is publically traded).

Read other sources of information, such as newspaper articles and reviews, to learn about the company and its industry. Has the company made headlines recently? If so, why? What do critics, customers, and employees say about the company, its products or services, and its growth potential? If you know people who work for the company or in the same industry, ask for their input too.

Use your research to identify how you can add value to the company. For example, is the company expanding its business, targeting a younger market, or filling a specific gap? Determine if and why you are good fit for the company and its culture. Be ready to explain your ideas clearly to an interviewer.

Demonstrate Professionalism

Prior to the interview, obtain directions to the interview location. Arrive on time by allowing extra travel time, especially during bad weather or traffic. Do not over-schedule yourself that day. If you arrive late for a critical interview, how can the company trust you to arrive on time for work?

Hunter Integrated Communications Period 4 Off-Site Learning Packet Day 8

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Print and bring a copy of your résumé, employment application, applicable work samples, and a list of questions you have about the company and position. Review them beforehand. Bring a pen and paper to take notes.

Think about the interviewer’s most likely questions. Formulate descriptive answers and identify some concrete examples to demonstrate your leadership skills, problem solving abilities, and conflict resolution techniques. Your answers should focus on how you can benefit the company, not how the company can benefit you.

Do
→ research the position, company, and industry
→ prepare solid answers and examples for potential interview questions
→ generate a list of intelligent and relevant questions to ask the interviewer
→ know the date you can start work
→ allow yourself enough travel time
→ bring copies of your résumé, employment application, and any applicable work samples
→ carry a pen and paper to take notes
→ select tailored, clean, and appropriate clothes
→ choose conservative makeup, jewelry, hairstyle, belts, shoes, and nail polish
→ maintain good grooming habits
→ turn off and store all mobile devices
→ throw away all food, drinks, and gum

Don't
forget to identify how you can add value to the company
assume you will be relaxed enough to “wing it”
inquire about salaries or vacation policies during the first interview
accept an interview if you have no intention of considering a position with the company
arrive late to an interview
enter the interview room empty-handed
have to ask to borrow a pen and paper
appear too casual
look immature, unkempt, unprofessional, or inappropriate
show up sweaty, stinky, or disheveled
let a ringtone disrupt the interview

treat the interview too casually

Review your list of relevant position and company questions to ask the interviewer, but avoid bringing up salary, vacation, or other work benefits at this time. Practice saying your questions and answers aloud.

Turn off and store any mobile devices prior to the interview. The interviewer deserves and expects your undivided attention. Remove any gum or candy from your mouth. Never bring food or drinks into the interview room.

Dress Appropriately

By properly dressing for an interview, you demonstrate your professionalism and knowledge of acceptable business norms. You want to come across as the complete package by appearing neat, clean, appropriate, and professional. Expectations vary by profession and industry, but err on the conservative side if you are unsure of the right choice. It is best to be overdressed than underdressed.

Men should arrive at interviews with facial hair neatly trimmed or shaved, tattoos covered, shoes shined, and piercings removed. Dress for a day on the job, not a day on the beach. Tuck in shirts, select a nice belt, and wear tidy shoes.

Women should choose conservative makeup, hairstyles, piercings, and jewelry. Dresses and skirts should be at least knee-length, and blouses should provide appropriate coverage. Shoes should be a reasonable height and style. Avoid wearing extremely high heels, strappy shoes, or flip-flops. It may sound obvious, but keep those shoes on your feet the entire time. One human resources professional recalls a job candidate who slid off her high heels during the interview. If you absolutely cannot stand those uncomfortable shoes, pick a different pair.

Dress code guidelines are generally more flexible for service, creative, or skilled labor positions, including technicians, physical trainers, hairstylists, artists, plumbers, chefs, or retail salespeople. Although a business suit may not be required, your trousers, skirts, dresses, buttoned shirts, sweaters, and jackets should fit appropriately and be in excellent condition. They should be stylish and appropriate to your profession, rather than shabby, flamboyant, dirty, or outrageous. Do not wear the uniform or badge of your current employer to an interview.

Look in a mirror and/or have a trusted friend or relative inspect your appearance prior to the interview.

You might not realize a tag is sticking out from your shirt or your socks are mismatched. Remove your hat, sunglasses, and earphones prior to arriving at the interview site.

Follow Basic Grooming Expectations

An interview is a good reason to take care of routine maintenance work in terms of a haircut or manicure. These activities both improve your appearance and boost your self-confidence.

Take time to freshen up if your interview is later in the day. You need to look and smell your absolute best even if you have just come from school, work, or the gym. Be careful of the food you eat prior to the interview so your breath does not smell like garlic or your shirt does not have ketchup on it. Details matter

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Multiple Choice Questions

1. Matt is interviewing for a mechanic position at an auto repair shop. As far as personal appearance, what must he do prior to the interview?
 - a. Buy a business suit.
 - b. Ensure his pants, shirt, shoes, and belt are clean, professional, and appropriate.
 - c. Turn his baseball hat to the forward direction.
 - d. Choose a t-shirt to match his gym shorts.

2. Chloe has an interview scheduled immediately after lunch. Which is the best option for Chloe?
 - a. Bring her dessert to the interview.
 - b. Chew gum during the interview to mask her bad breath.
 - c. Check her teeth and breath prior to the interview

3. Reggie is interviewing for a pharmacy technician position. He should be prepared to answer which of the following questions?
 - a. When can you start work?
 - b. Why are you the best person for this job?
 - c. Who are our company's major competitors?
 - d. All of the above

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4. Elena is interviewing for a job. Which question is appropriate for her to ask during an initial job interview?
- a. How will my performance be evaluated?
 - b. How many vacation days will I receive?
 - c. What is the starting salary?
 - d. All of the above

True or False

1. It is better to be overdressed than underdressed for an interview. _____
2. When interviewing for a position that does not require customer interaction, it is not necessary to worry about personal appearance or grooming. _____
3. Never ask questions during an interview. _____
4. It is wise to prepare well for a job interview. _____
5. Look in a mirror to check your clothing, teeth, and hair prior to an interview. _____
6. Flip-flops are appropriate for interviews. _____
7. Prepare a list of relevant questions to ask during the job interview.

Short Answers

8. How can you research a company?
9. Name several things to bring to a job interview.
10. Name several things not to bring to an interview.

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