Some helpful websites:

- **About.com**
  [http://jobsearch.about.com/od/interviewsnetworking/u/jobinterviews.htm](http://jobsearch.about.com/od/interviewsnetworking/u/jobinterviews.htm)

- **Bureau of Labor Statistics**

- **JobDig**

- **Job Interview Questions**

- **Monster**
  [Your calling is calling ™](http://www.monster.com/)

- **BraIntuse**
  [JobNow!](http://www.braintuse.com/)

- **iSeekJobs**

**Resources:**


- **Job Interview Tips** by Alison Doyle. [www.jobsearch.about.com/](http://www.jobsearch.about.com/)

- **Tips to Help Make Your Job Interview Successful** [www.employmentguide.com/careeradvice/Interview_Tips.html](http://www.employmentguide.com/careeradvice/Interview_Tips.html)

- **Sample Interview Questions: How will you answer?** [www.jobopenings.net/interview_tips.htm](http://www.jobopenings.net/interview_tips.htm)

- **How to Nail An Interview (20 Tips)** [www.howtonailaninterview.com/](http://www.howtonailaninterview.com/)
Job Interview Tips

A job interview gives you a chance to showcase your qualifications to an employer. Although this event can seem overwhelming, armed with the correct knowledge and some helpful tips, you can walk in to any interview well-prepared.

Some general tips to follow when preparing for an interview:

Prior to the interview:
- Research the company/organization. If it is a store/building that is open to the general public, visit it. Go to their website (Google it, if needed). If you know anyone that works for the company, talk to them. Get a feel for the company, the tasks involved, and the skills needed. This will prepare you for the question, “Why do you want to work here?” This will also help you prepare some questions for you to ask your interviewer.
- Have a specific job or jobs in mind.
- Review all of your qualifications for the job.
- Be prepared to describe your experience and how it relates to the job in question.
- Practice answering common interview questions (See our section on typical interview questions). Rehearse your answers out loud; this helps you sound more polished and confident about yourself.
- Set your Facebook or MySpace profiles to private. Interviewers will Google you and may not like what they see.

Personal Appearance:
- Be well groomed—showering and personal hygiene is very important. Avoid wearing heavy perfumes and colognes. Do wear deodorant.
- Dress neatly and appropriately. For office jobs, it is best to wear a conservative, dark-colored suit (this goes for both men and women). For jobs at a factory, construction site, or any place where more casual attire is the dress code, men should wear nice slacks with a collared, button-down shirt and tie; women should wear a dress or a blouse with slacks or a skirt. Avoid wearing excessive jewelry.
- Don’t chew gum or smoke.

The Interview:
- Be on time! Actually, be early—at least 5-10 minutes. If you must, make a dry run before the day of the interview to make sure of the location and the best route to get there. A prospective interviewer will not accept any reason for being late...this is an indication of your ability to arrive at work on time.
- Turn your cell phone off.
- Use good manners with everyone you meet. Watch your body language: have good eye contact, a genuine smile and a firm handshake. Maintain good posture and don’t slouch. Don’t play with your hands/face/hair. Relax!
- Use proper English and avoid slang expressions. Be personable, but don’t be a comedian. Don’t exaggerate or lie. It’s okay to think before you speak.
- NEVER speak badly about a former employer.
- Be prepared to ask questions. Show you’ve done your research and that you are taking this interview seriously. Avoid asking questions about salary unless the interview brings up the subject.
- Do send a formal thank-you letter (as opposed to an email) within 24-48 hours of the interview.
- Be yourself!

Information to bring to an interview:
- Social Security Card
- Government-issued identification (such as a driver’s license)
- Bring resumes. Have a portfolio with spare resumes readily available. Also, bring a notepad and pen or pencil. Take notes when appropriate.
- References. Typically, employers require three. Make sure you get permission from the people to use them as references, and that they will give you a good reference. Avoid using relatives as much as possible.
- Transcripts. You may be required to provide official copies of transcripts to verify grades, coursework, dates of attendance, and highest grade completed or degree earned.

Sample Interview Questions:
“Tell me about yourself...” Your answer should be about your job skills, career growth, employment experience. Feel free to mention organization, time-management, or leadership skills.

“What are your strengths?” Talk about abilities you have that you can give concrete examples of—that may be the next question.

“What are your weaknesses?” Don’t talk about your temper, laziness or any other employment spoiler. Take a strength and put a spin on it (eg. You have trouble leaving work behind upon leaving for the day).

“What skills do you have that would benefit our company?” If your skills are not exactly what this company is requesting, point out the skills you do have that are an asset. If needed, mention your ability to adapt and learn quickly. Be prepared to give specific examples.

“Where do you expect to find your career in 10 years?” Do not let on that this position is merely a stop in your quest for something bigger/better somewhere else. If there is a managerial position within the company that may interest you, use that to aim for.

“Do you have any questions about our company?” Bring out the questions you prepared while doing your research on the company.

“Why did you leave your last job?” Remember not to bad mouth your past employer. Discuss lack of advancement opportunities, ability/inability to commute, you’re looking for more of a challenge...mention anything but a conflict. If you were fired, be honest and mention the circumstances. Take responsibility for any of your actions. Above all, don’t lie.