JOB GENIUS VIDEO SERIES

The Interview Handout

Video: 10 minutes

Prepare

- Research:
    - Research the _____ online, as well as the specific position you're interviewing for.
    - Familiarize yourself with the company's services, _____, mission _____, history, and goals.
    - Review the job _____.
    - Research the specific _____ you are interviewing with.
- Review your _____:
    - Make sure you really do know _____ that is on it.
    - If you have ___ in employment, be prepared to explain.
- Prep for _____ questions:
    - A series of general, open-ended questions are usually asked.
    - Set up a _____ interview with a family member or friend.
    - Come up with a list of your own _____ to ask during the interview.
    - These types of questions show that you are _____ to learn more about the position and help express your _____ in being hired.

What to Bring

- _____ on how to get there
- Name of the person you're meeting
- Identification
- Notepad and _____
- Copies of your _____
- Make a list of:
    - _____
    - _____

How to Dress

- Your _____ is noticeable and memorable, so dress in a way that creates a _____ first impression.
- Find out what the company's _____ _____ is.
- When you are dressed _____, you feel more professional.

Be Your Best

- Be _____ to your interview!
- Introduce yourself upon _____ and provide a _____ hand shake with each person you meet.
- Your _____ attitude shines when you are yourself and you make a good _____.
- Don't _____ the conversation.
- Keep _____.

Following Up

- In the interview, lay the _____ for a follow up.
- Clarify the hiring _____ and find out who is involved.
- Send a _____-_____ card to reiterate your interest and help the interviewer remember you.
- Handwritten thank-you notes show extra _____, but at the very least send a follow-up thank-you _____.

Questions to Ponder:

- What part of the interview process makes you the most nervous? What can you do to alleviate that anxiety?
- What are some questions that you should ask every potential employer to make sure the company and position are a good fit?

NOTES: _____

_____

Express EMPLOYMENT PROFESSIONALS