



WORKFORCE SOLUTIONS

Texoma

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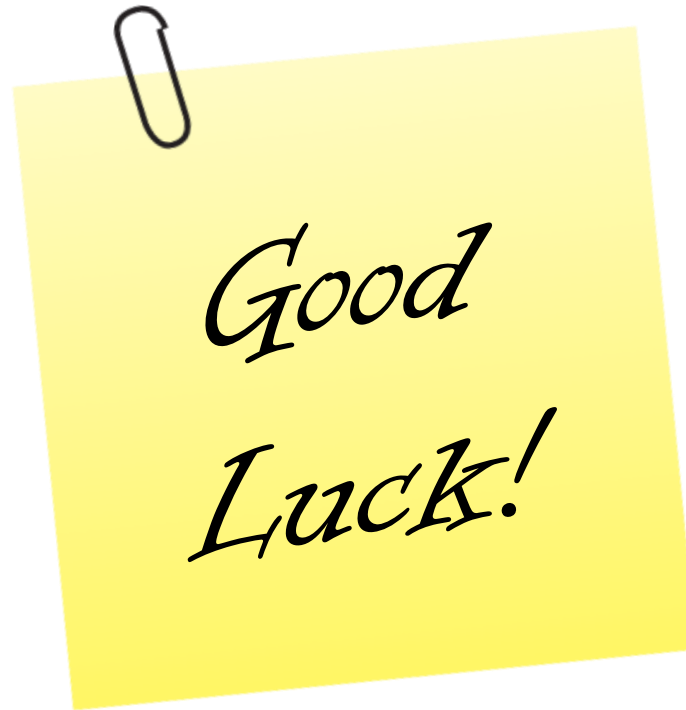
Interview Tips

FACE TO FACE

Workforce Solutions Texoma is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Individuals with speech and/or hearing impairments may call 711 for assistance.

Congratulations on Your Interview!

With a little preparation, you can ace it!



The Quick Basics

Dress to impress – a blue shirt is said to be best & black or brown pants

Go alone – no children, friends or family

Research – Use the internet to learn what the company does

NO CELL PHONES!!! Turn it off (**not** vibrate) if you take it to the interview

Be about 15 mins early – Try not to be too early (30 minutes or more)

Be polite – To **EVERYONE** you see – from the parking lot to the building

Shake employer's hand – Firm traditional handshake

Take with you:

- **Paper** and a **Pen** – Be prepared!
- **Copies of Resume & References** – At least three copies of each

SMILE!!! It makes you more approachable. Employers are more likely to hire someone who they think will get along with their current employees.

Research

- You have probably applied for more than one job, so specifically research this job and company to familiarize yourself with them.



- Revisit the job description- write down key skills and qualities they are looking for in your notes for the interview.

Prepare for Your Interview

Prepare your own notes – questions & your answers

- Cheat sheet of answers for common interview questions
- Have a copy of your resume
- Pen and paper to take notes
- List of one to three questions for the interviewer.
- Make sure you get enough sleep the night before



Before the interview

- Know where you are going and be on time
 - Drive to the interview location a day or two before your interview to make sure you know where you are going.
 - You do not want to show up late for your interview.



- If you smoke, try not to smoke at least 30 minutes before you have your interview. If this is not possible, at least try not to smoke in the vehicle on the way to the interview.

What to Wear to an Interview

Always dress **up** for an interview. How dressed up do you need to be?

- If it will be for a **retail position**, visit the business to see what the current employees are (and are NOT) wearing.
 - Maybe the employees **ARE** wearing:
 - button up collared shirts, black pants, red shirts, black shoes, *dark* blue jeans (no holes, rips or fraying).
 - Maybe the employees are **NOT** wearing:
 - sleeveless shirts, open-toed shoes, flip flops, jeans, tee shirts, tennis shoes, hats.

What to Wear to an Interview

Even if you know that the company you are interviewing for allows employees to wear jeans or shorts, you should still wear a pair of dress pants (khaki, blue, black or brown). If do you choose to wear jeans, make sure they have no holes, rips or fraying on them.

Never wear shorts to an interview.

Even if employees *are* allowed to wear them. You are not an employee, *yet*.

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Shoes are Important Too

When it comes to ‘what to wear’ to an interview, footwear is also very important.



Always wear closed toe shoes with a back. If you are applying for production or construction, you may want to wear work boots.

Your Cell Phone

Cell phones and interviews *do not mix*.

- Most employers now have policy that is specific to cell phone usage on the job.
- If at all possible, don't even take your cell phone to the interview.
 - Leave it in the car or
 - Turn it OFF before you get out of your vehicle



You do **NOT** want the vibration of a ring to be heard by your interviewer, plus it will be a distraction for you.

During your interview- do not pick up or look at your cell phone!

Interview

A lot of people ‘**talk**’ themselves out of a job.

- During the interview, you should limit your answers to around 30 seconds to one minute.
- Employers believe non-verbal clues and how something is said more than what is actually being said – be confident!
- Make sure your eye contact is good... not a staring contest but don't be distracted by looking around their office.



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Interview

Smile – it makes you more approachable and hireable to an employer!



Employers tend to hire people they ‘like’ or see themselves (and their team) being able to get along with.

Your Interview

- When listening to your interviewer, you should nod & smile to show you are engaged.
- Never interrupt your interviewer, but they can interrupt you. 😊
- Do not get discouraged if you are asked a question and you need a second or two to think about your answer...best to think before you speak.

Ask Questions!

Have a list of questions for your interviewer.

- What are the primary responsibilities of the position?
- What is the key to succeeding in this position?
- When do you expect to be making your hiring decision?
- Do you hire or promote from within your company?
- What is the next step of your interview process?



Questions **NOT** to Ask

Professional recruiters agree these questions should **never be asked** during an interview:



- How much will I get paid and what is your benefit package?
- May I arrive early or leave late as long as I get my hours in?
- Can I work from home?
- Do I get my own office?
- Will you run my credit or look at my social networking profiles?

Last But Not Least

Remember...

- Smile!
- Focus & listen
- Speak clearly and show enthusiasm
- Don't interrupt the interviewer
- Stay professional
- **Slow Down & Breathe**
- Remember to say **Hello, Goodbye** and **Thank You**



After Interview

- Always thank your interviewer for the opportunity!
- Follow up with a simple thank you card or email within 24 hours.

A thank you email or card is common courtesy ... and puts your name in the interviewer's brain one more time, and in a good way!



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LOCATIONS

COOKE COUNTY

1311 North Grand Ave.
Suite 200
Gainesville, TX 76240
940-665-1121

FANNIN COUNTY

1205B E. Sam Rayburn Dr
Bonham, TX 75416
903-640-0222

GRAYSON COUNTY

2415 South Austin Ave.
Suite 105
Denison, TX 75020
903-463-9997

1-888-813-1992

www.workforcesolutionstexoma.com

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