

Do Your Research:

“Rite” Your Research!



- You can often form a clear picture in your head of what works by writing it down.
- Take time to compose responses to potential interview questions.

“Read” Your Research!



- Read through your responses and edit if necessary.
- Read out loud. How do your responses sound?

“Recite” Your Research!

“PRACTICE MAKES PERFECT”

1. Practice by rehearsing, and then reciting your answers.
2. Don't try to memorize – learn to summarize key points.
3. Time your answers. The goal is 3 – 5 minutes per question.



PREPARING FOR THE JOB INTERVIEW – Interview Do's and Don'ts

DO	DON'T
<ul style="list-style-type: none"> • Research hiring department, and know the job and the organization ahead of time. Know what they are looking for. <u>Know your audience.</u> • Research yourself. Know your strengths and weaknesses. • Keep an <u>ongoing</u> journal with examples that demonstrate your successful accomplishments. • Prepare a well-rehearsed mental outline. • Provide clear and concise answers to questions. • Ask to have the question repeated if you don't understand. • Site specific examples from your work experience. • Use "I" statements. • Exude confidence and show enthusiasm and passion for the job. Show that this is more than just a job for you. • Present yourself as "easy to work with". • Practice your responses out loud. Time your responses. • Be Yourself! 	<ul style="list-style-type: none"> • Try to remember all of your successful accomplishments over the past year at the last minute. • Ramble or repeat something you have already talked about if you don't have a good answer. • Volunteer personal or unrelated information (e.g. marital status, religion, country of origin, etc.) • Use "we" or "my team" statements. • Whine or complain about a past or current employer. • Display a flat demeanor or non-caring attitude. • Make assumptions about what the interviewers know or don't know. • Use jargon when answering a question unless it is commonly used in the field and you are CERTAIN the interviewers are familiar with it. • Act desperate. Beg for the job. • Be rude or pushy. • Forget to turn your cell phone off.

