

## THE INTERVIEW PROCESS

### **Before the interview**

1. Research the organization.
  - What are its main activities?
  - What types of jobs does it have?
  - What do the people who work there like about their employment situation?
2. Practice your interviewing skills.
  - Write out answers to possible interview questions.
  - Have someone interview you.
3. Prepare questions that you plan to ask.
  - What skills are needed for success in the organization?
  - What opportunities are available for continued learning?
4. Prepare proper dress and grooming.
5. Plan to arrive early at the interview.

### **During the interview**

1. Relax. Be yourself.
2. Answer questions completely and calmly.
3. Ask questions to help you better know the organization.
4. Ask when you might hear from the organization.

### **After the interview**

1. Write down notes on how you can improve for your next interview.
2. Promptly send a thank-you letter to the person with whom you interviewed to express your appreciation for the opportunity to meet with them.

### **Following are some questions commonly asked at job interviews:**

1. What do you know about our organization?
2. In what types of situations have you done your best work?

3. Describe the supervisors who motivated you the most.
4. Describe someone with whom you had difficulty working. How did you overcome this difficulty?
5. What are your major strengths?
6. What are your areas for improvement? What have you done to address these areas for improvement?
7. What activities have helped you expand your interests, abilities, and knowledge?
8. Who is someone you admire? Why do you admire that person?
9. Do you have any questions for me [the interviewer]?