



# JOB INTERVIEWS



DO	DON'T
<ul style="list-style-type: none"> <li>• Get a good night's sleep.</li> <li>• Take a shower.</li> <li>• Dress up. Look like a business expert.</li> <li>• Check your appearance in the mirror.</li> <li>• Mute cell phones and all other digital devices.</li> <li>• Be able to show that you know about the company.</li> <li>• Remember that first impressions matter.</li> <li>• Have a positive attitude.</li> <li>• Offer a firm handshake.</li> <li>• Get to the point. Express thoughts clearly and simply.</li> <li>• Make sure you answer the question you were asked. Don't ramble on.</li> <li>• Make eye contact.</li> <li>• Smile.</li> <li>• Stand tall. Sit straight.</li> <li>• Be adaptable. (No job is a perfect fit.)</li> <li>• Bring a resume with contact information and strong references.</li> <li>• Bring a portfolio with work samples if you have some experience to show off.</li> <li>• Follow up with a thank-you note or email.</li> </ul>	<ul style="list-style-type: none"> <li>• Be late.</li> <li>• Bring a friend.</li> <li>• Chew gum.</li> <li>• Wear sunglasses or headgear, such as a hat or bandana.</li> <li>• Be sarcastic or disrespectful.</li> <li>• Mumble. Slouch. Twitch.</li> <li>• Criticize your former employers.</li> <li>• Ask the salary or pay until you've been offered the position.</li> <li>• Expect too much too soon. No one owes you a job. You have to earn it.</li> <li>• Include false information on your application or in the interview.</li> </ul>

## DEMONSTRATE EMPLOYABILITY SKILLS IN INTERVIEWS:

- ✓ **Repeat** the interview question to yourself and make sure you know what is being asked.
- ✓ **Pause** to formulate your answer.
- ✓ **Include a brief example** in your response that demonstrates you have the soft skill, even if you are asked a yes or no question. The example should be:
  - > Brief but with details
  - > Applicable to the job
  - > Recent
  - > True and believable
  - > Clear and answer the question



## KEY TERMS:



### CONSTRUCTIVE FEEDBACK

A suggestion that is intended to help or improve.



### ENTREPRENEURIAL SPIRIT

Viewing business problems as opportunities for innovation.



### EMPLOYABILITY SKILLS

The essential skills, personal qualities, and values that enable you to thrive in any workplace.



### TECHNICAL SKILLS

The abilities and knowledge used in a specific profession.



### WORK ETHIC

A set of values based on hard work and doing the right thing.