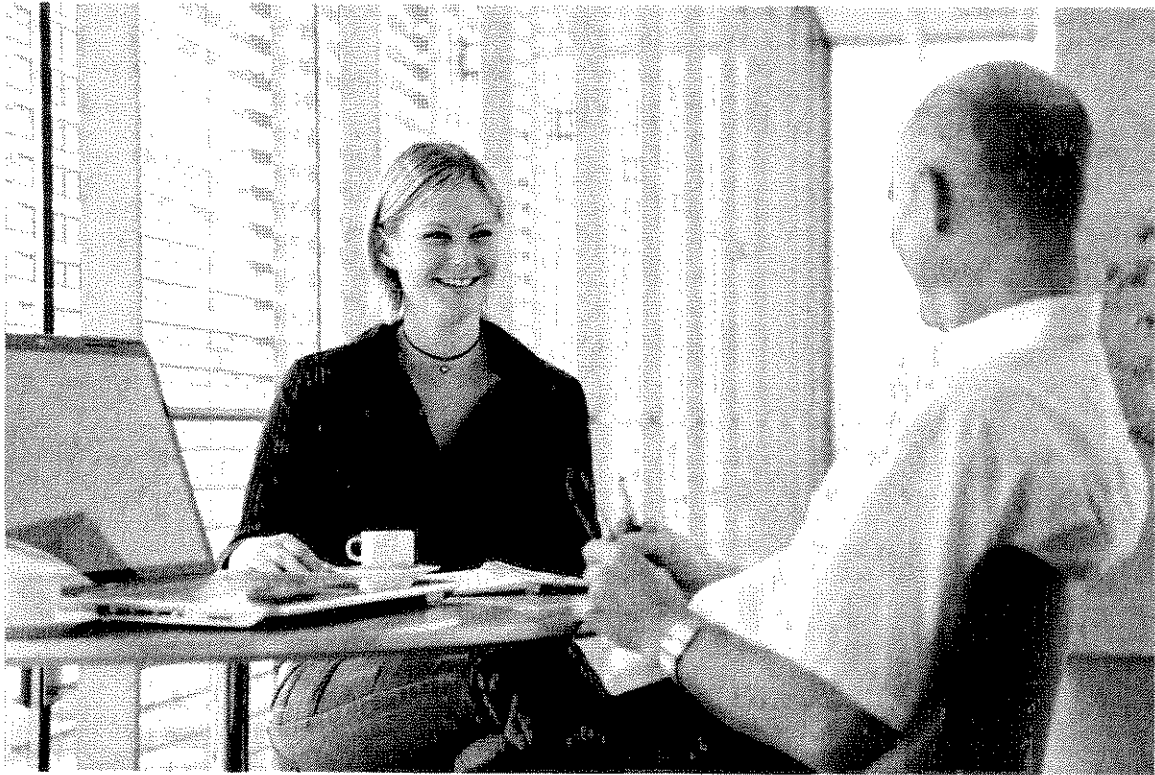
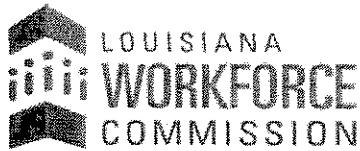


JOB INTERVIEW HANDBOOK





www.LAWORKS.net

Job Interview Tips

Before the Interview:

- Learn all you can about the company.
- Have specific job or jobs in mind.
- Complete Mini Resume'.
- Mentally review your qualifications for job.
- Practice answering questions about yourself.
- Ask for location, directions, start time, and expected duration of interview, as well as parking guidelines.
- Drive by location of building the day before.
- Ask interviewer's name, title, and company.

During Tests:

- Listen to instructions.
- Read each question thoroughly.
- Write legibly.
- Don't dwell too long on one question.
- If unsure, stay with your first answer.

During the Interview:

- Go alone.
- Be clean and well groomed.
- Dress appropriately, neatly, and conservatively.
- Be prompt.
- Do not smoke or chew gum.
- Answer questions directly and truthfully
- Use good manners.
- Use proper grammar and good diction.
- Be enthusiastic.
- Listen, maintain eye contact, and ask questions.
- Thank the interviewer.



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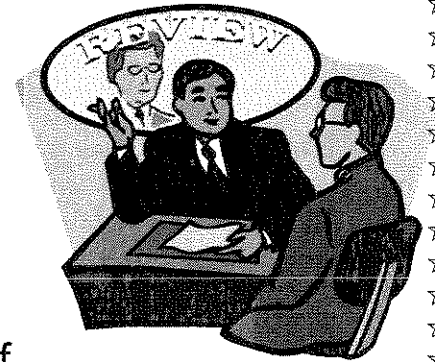
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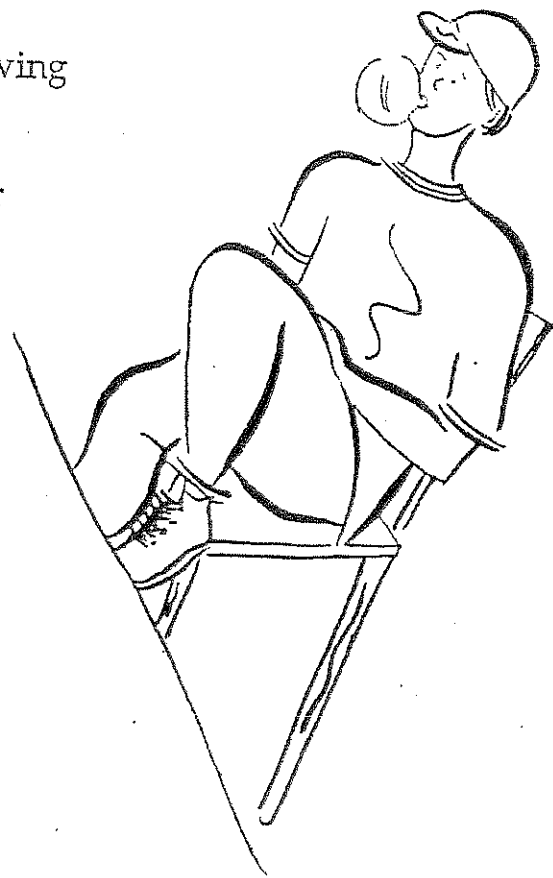
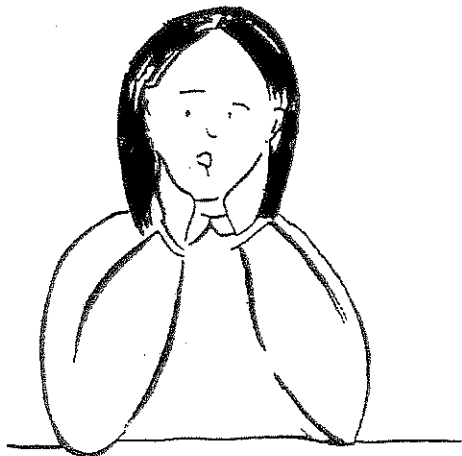
Interview Appearance Checks

Name: _____

	Yes	No
Is my hair washed and combed?	<input type="checkbox"/>	<input type="checkbox"/>
Is my hair properly trimmed?	<input type="checkbox"/>	<input type="checkbox"/>
Is my clothing neat and clean?	<input type="checkbox"/>	<input type="checkbox"/>
Is my clothing appropriate?	<input type="checkbox"/>	<input type="checkbox"/>
Is my shirt tucked in?	<input type="checkbox"/>	<input type="checkbox"/>
Am I wearing a cap or hat?	<input type="checkbox"/>	<input type="checkbox"/>
Should I wear perfume or cologne?	<input type="checkbox"/>	<input type="checkbox"/>
Have I brushed my teeth?	<input type="checkbox"/>	<input type="checkbox"/>
Is my breath fresh?	<input type="checkbox"/>	<input type="checkbox"/>
Have I shaved today?	<input type="checkbox"/>	<input type="checkbox"/>
Are my fingernails clean?	<input type="checkbox"/>	<input type="checkbox"/>
Have I showered or bathed today?	<input type="checkbox"/>	<input type="checkbox"/>
Is my jewellery appropriate?	<input type="checkbox"/>	<input type="checkbox"/>
Am I wearing too much make-up?	<input type="checkbox"/>	<input type="checkbox"/>
Are my shoes appropriate for the job?	<input type="checkbox"/>	<input type="checkbox"/>
Are my shoes clean?	<input type="checkbox"/>	<input type="checkbox"/>
Should I be wearing earrings or noserings to this interview?	<input type="checkbox"/>	<input type="checkbox"/>

Inappropriate Interview Behaviours

- Frowning or a gruff manner
- An unwillingness to shake hands
- Sitting down before you are asked
- Extreme tenseness
- Slouching in your chair
- Fiddling with your hair and face
- Scratching
- Wringing your hands or twiddling your thumbs
- Chewing on your hands or nails
- Blocking your mouth with your hands
- Mumbling and speaking in a low voice
- Clearing your throat or hemming and hawing
- Staring at the floor or the ceiling
- Avoiding eye contact with the interviewer
- Chewing gum
- Asking to smoke



Interview Questions and Answers

For each of the following interview questions, indicate the best response(s).

1. Question: "Why did you leave your last job?"

Reason: You were fired.

- The boss was an idiot so I got canned. It was a lousy job anyways.
- I was let go because of a conflict with my supervisor.
- I was looking for a challenge so I decided to quit my last job.
- I was let go, but I have learned from that experience what I should do.
- I was fired, but I really think it was an excuse for lack of work.

2. Question: "What salary do you expect?"

Expectation: at least minimum wage.

- At my last job I was receiving minimum wage.
- I'm really desperate for a job. Minimum wage is all right.
- You probably pay minimum wage, so I guess that will have to do.
- Whatever salary you give to starting employees is acceptable.
- I'm more interested in the job itself than the salary.

3. Question: "What courses do you like least in school?"

Least favourite: English

- I've always had difficulty in English, so that would be it.
- English is a real bore. I can't stand that Shakespeare.
- I like all my subjects, but English might be my least favourite.
- I have so many subjects I can't stand, but English is the worst.
- Maybe English, I like seeing, but not reading Shakespearean plays.

4. Question: "What is there about the job that interest you the most?"

- The chance to develop my abilities in the field.
- The chance to use my skills in appropriate employment.
- The chance to make a lot of money without straining myself.
- The chance to help other people in solving their problems
- The chance to determine my own work schedule.

Questions to Ask an Employer

Rank the following questions you might ask the employer in an interview with the following scale:

1: very good question to ask and employer

2: Might be appropriate in some situations

3: Do not ask this question in an interview

- _____ Is there a dress code for employees?
- _____ Do you host parties at your place for employees?
- _____ What are your expectations for an employee in this situation?
- _____ Is there an area within the building for smoking?
- _____ How many people have held this position in the last year?
- _____ What are the chances of transferring to another city?
- _____ Will my computer skills be needed in this job?
- _____ How much travel is involved with this job?
- _____ Does the company plan to expand?
- _____ What are the chances for advancement?
- _____ Is this office part of a larger company?
- _____ Is there mandatory drug testing of employees?
- _____ What salary is offered for this job?
- _____ What are the hours of employment?
- _____ When will you let me know if I have the job?



10 MOST OFTEN ASKED INTERVIEW QUESTIONS

By Angi Cividino

It is important that you prepare for each and every interview, but knowing what kind of questions you will likely be asked can put you in the driver's seat and give you added confidence. Some questions will be specific to the job in which you're applying, while others will be more generic.

Here are 10 of the most commonly asked interview questions, followed by a brief explanation of why and what the interviewer is trying to get out of you by asking you that question in particular:

"Tell me about yourself..."

This question is an icebreaker. The interviewer wants to learn a little more about you on a personal level, but not *that* personal. Briefly describe any hobbies or interests, talk about any relevant past work experiences, or mention any training or education that you've recently completed. Keep it light.

"Have you ever done this type of work before?"

Here, the interviewer is trying to determine if you are qualified for the job. If you have any relevant experience this would be a good time to describe your experiences and some of the skills you've acquired.

"What are your greatest strengths?"

We've all got them: strengths. This is your big chance to toot your own horn! Just remember to keep your cool and only talk about those qualities that relate to the job at hand.

"What are your weaknesses?"

And you thought talking about your strong points was hard? Try talking about your weak points. For this question, the interviewer wants to know if there is anything that may prevent you from doing the best job possible. Mention one or two of your weaknesses and then back them up with an explanation as to what you have been doing to challenge yourself in overcoming them.

"Give me an example of a time when you worked under pressure... how did you handle it?"

Employers need to know how you handle stress and how well you work under pressure. Show up at the interview armed with at least one scenario where you've had to work under pressure and be prepared to talk about how you worked your way through it.

"Why did you leave your last job?"

This question requires a certain amount of tact. You don't want to say anything negative about your last job, so make sure that you explain your reasons for leaving as positively as possible. For example, maybe you left to further your education or to pursue other challenges.

"Where do you see yourself five years from now?"

This one is pretty obvious. Here, the interviewer wants to know if you plan on sticking around. It's best that you approach this question with a few goals in mind. If the job you're applying for doesn't really fit in with your long-term goals, then explain the advantages of gaining work experience as part of your career goals.

"Why do you want to work here?"

This is where your research pays off. Employers want to know that you've done your homework and that you're interested not only in the position, but also the company. Mention as many positive features as you can and don't forget to mention why you are the **BEST CANDIDATE** for the job.

"When can you start?"

If you are currently unemployed, your best answer would be "right away." If you are working, however, you should explain that you would need to give your present employer notice of your leave. (Find out how much advanced notice you would need to give!) Keep in mind, that notice is a courtesy and not a requirement. If you are in school, find out when your school year ends and how many part-time hours you'll have available.

"Do you have any questions?"

This is not the time to ask about hours or salary or benefits (wait until you've been offered the job to ask). Rather, be prepared to ask at least one question relating to the position. This is further proof that you are interested in the job.

For more interview questions, go to:
<http://www.nextsteps.org/interview/intques.html>

BC WorkinfoNET Youth Site : Job Tool

<http://workinfo.net.bc.ca/youth/jobtool/10questions.htm>