Interview Reference Guide

Be prepared for your interview and study job description
• What will be your responsibilities and are you up for the challenge?

Be aware of the “halo” & “horn”
• For example: if they hired former classmate and it didn’t work out for whatever reason. Be sure stay positive

Make sure that you’re comfortable (at ease)
• If it doesn’t seem right, be polite and end the interview cordially

You may want to take notes
• Is there anything that specifically required or what you to know before accepting the position

Interviewer will probably use the same interview technique for everyone
• That’s when you sizzle

Allow the interview to control the interview, but do ask questions
• If they forget to mention pay scale, holidays, time-off, sick time, over-time, raises and etc.

Don’t allow interviewer to lead you
• If they give the impression that you’re hired and they never contact you

Will they allow you time to answer questions?
• If they fill answers for you, they may receive the wrong impression which could lead to a huge misunderstanding later

You should talk about 20% of time, the other 80%; the interview will be listening to your answers
• Please don’t ramble

Your interview should close in a friendly manner
• Thank the interviewer and give firm handshake