

## CANDIDATE INTERVIEW TIPS

1. Arrive 5 – 7 minutes early. Wait in the car if you get there earlier than that! Busy interviewers do not want to have you waiting and their schedules are usually pretty tight.
2. Be prepared to fill out an application. Fill it out completely, if asked.
3. Dress for an interview. Even though we are in Arizona, interviewers expect you to be dressed in professional office attire. Typically, best to wear conservative colors (dark colors such as navy blue), closed toe shoes, no heavy jewelry or makeup. No perfume (in case the interviewer is allergic!)
4. Be sure to have several copies of your resume with you.
5. Turn off your pager or cell phone, or better yet, leave them in the car.
6. Answer the questions and do not go off onto other subjects. Be concise and not too chatty!
7. If this is your first interview, do not discuss salary or benefits unless the interviewer asks you. Asking salary and benefits on a 2<sup>nd</sup> interview may be a better time to bring it up since your first interview is to let the interviewer know about you and how much you can contribute to their company.
8. Study the company website to understand what the company does prior to going into the interview.
9. Go over possible interview questions in your mind before the interview.
  - a. What are your strengths and weaknesses (best quality)?
  - b. What makes you think you are qualified for this job?
  - c. What are your school plans?
  - d. What are your long-term goals?
  - e. What kind of company do you want to work for?
  - f. What do you expect from this job?
  - g. Give me two reasons why I should hire you.
  - h. What can you do for us?
  - i. What salary do you expect?
  - j. Why have you been out of work for so long?
  - k. Give me an example of a conflict you had with your boss or a co-worker and how you handled it.
  - l. Be prepared to give examples of tasks, duties, work situations – not just yes/no questions.
  - m. Make sure you can answer why you have left jobs without giving too much personal information.
10. Be prepared to ask a few questions if they ask if you have any questions, such as:
  - a. What is the most important criteria for this job?
  - b. Can you go over what a typical work day will be like for me?
  - c. What are the priorities for the position?
  - d. May I see the area where I would be working?
  - e. Could I meet some of the people I would be working with?
  - f. Do you feel I have the qualifications for this job?
  - g. Do you have any questions or concerns about my background?
11. Your purpose in the interview is to get an offer! Sell yourself in the interview. Don't think about if you want the job or not during the interview. Convey your assets. You can decide after the interview if you want the job. 75%– 80% of all hiring decisions are based on personality, so smile and be enthusiastic!
12. Do not talk about obstacles as to why you may have trouble taking the position.
13. Do not speak negatively about former employers, their management style, financial status, benefits, etc. If that is part of why you left your position, we can discuss the most appropriate way to handle those issues.
14. It is best not to bring up personal information such as health issues, age, family, marital status, religious or political beliefs, etc.
15. Send a thank you note or thank email to the interviewer the next day.