

Job Interviews: Tips for Preparedness and Success

An Informational Video

Appearance

You need to make a good first impression at an interview. This starts with your appearance.

- Dress professionally in clothes that fit comfortably
- Look clean and put together
- Hair pulled back, away from face
- Avoid cologne/perfume



Arriving

The first impression continues with how and when you arrive for the interview.

- Know where the interview is taking place
 - Map out location and travel time to get there
 - Arrive **10 minutes** early
- Decide how you will get to interview
 - Car, bus, walking
 - Determine the pros and cons of each method to decide what is best for you

Pros and Cons

Car

Pros:

- Can go straight to interview
- Keeps you protected from weather
- Fastest method

Cons:

- Have to account for traffic in travel time
- Parking concerns
- If far away, could run out of gas

Pros and Cons

Bus

Pros:

- Don't have to worry about gas or parking concerns
- Keeps you protected from weather

Cons:

- Nearest stop may be a distance away from the interview
- Multiple stops, takes a long time
- Bus lines sometimes run late

Pros and Cons

Walking

Pros:

- If live close, fast and efficient
- No parking/gas concerns

Cons:

- Not protected from weather
- Could ruin interview clothes (rained on, sweaty if hot, etc.)

Come Prepared

- Bring a notebook and pen to take notes during the interview
- Have paper copies of your resume and references ready to provide
- ****IF RELEVANT**** Provide paper copies of writing samples



Be Conscious, and Limit Distractions

- The first thing you should do as soon as you arrive to the interview is **TURN OFF YOUR PHONE!!!**
 - If your phone rings/goes off during an interview, it is considered incredibly rude, and you could be asked to leave
- Other things to avoid in an interview:
 - Playing with hair
 - Picking nails
 - Drumming fingers
 - Chewing gum
 - Playing with your pen



Interview Questions to Prepare For

- “Tell me about yourself.”
- What would you say is your biggest strength/weakness?
- “Tell me about a time when...”
 - **Asking about a time when you used certain skills that are needed for this job
- Questions about your soft skills
 - Team work, communicating with others, problem solving, time management

Be Conscious of Body Language

DON'T:

- Slouch/hunch over
- Cross your arms
- Avoid eye contact
- Gesture wildly and all the time



DO:

- Sit up straight
- Keep your arms in your lap/down at your sides
- Make eye contact
- Gesture occasionally

After the Interview

Ask for a timeline of the decision

- “When should I expect to be contacted?”/
“When will you be making a decision?”

****Follow up with interviewer if you have not heard back by that date**

If you have any questions...

Call the Columbus Junction Public Library: 319-728-7972

Email Mandy Grimm: mandy.grimm@columbusjct.lib.ia.us

Stop in anytime during open hours, and someone will gladly help you!