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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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Mini Resume'

Employers often ask for this information at a job interview. Fill in this resume' ahead of time and take it with you as a reference. Add additional sheets if necessary.

Social Security Number: _____

Driver's License Number: _____

Emergency Contact

(Name) (Phone No.)

EDUCATION

Highest Grade Completed _____ Year Graduated _____

School _____

Address _____

Honors _____

Higher Education # of years _____

School _____

Address _____

Course/Subject _____ Degree Date _____

Honors _____

Activities (clubs, offices, sports, etc.) _____

PREVIOUS EMPLOYMENT

(Summer and part-time jobs, too)

Employer _____

Address _____

Job Title _____

From: _____ To: _____ Salary: \$ _____

Employer _____

Address _____

Job Title _____

From: _____ To: _____ Salary: \$ _____

REFERENCES

(Get permission before using names)

Name _____

Address _____

Telephone number (_____) _____ - _____

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