

# AM I READY FOR MY INTERVIEW/JOB FAIR?

## Do I have a presentable resume?

- **NO?** See Ms. Denise and/or Ms. Kennee
  - ❖ **FOR A JOB FAIR, TAKE 15-20 COPIES OF YOUR RESUME**

## Do I know my 30-Second Elevator Speech?"

- ✓ **Do I have a 30 second "elevator speech?"**
  - **NO?** See Ms. Denise and/or Ms. Kennee
  - **What is a "30-Second Elevator Speech?"**
    - Who I am? (First and Last Name)
    - What have I done? (Worked in housekeeping/factory)
    - What am I looking for? (Housekeeping/factory work)
      - Think of the person hearing your speech
        - What's in it for the employer
        - How can I add value to company
- ✓ **Have I practiced my "30-Second Elevator Speech"?**
  - Have I practiced it in front of the mirror so I won't be nervous?
  - Have I practiced it with Ms. Denise/Ms. Kennee/Staff person?

## How should I dress for the Interview/Job Fair?

- ✓ Are my clothes clean?
- ✓ Do they reveal too much of me?
- ✓ Am I wearing too much jewelry, make-up, and natural-looking hair?  
\*\*\* I want the employer to focus on what I have to say \*\* \*
- ✓ Should I go to the **Boutique?**
  - Do you want that Perfect Interview Look?
    - **MS. DENISE, MS. KENNEE OR ANY PROGRAM STAFF WILL BE HAPPY TO ASSIST YOU**

## What Should I take to the Interview/Job Fair?

- ✓ Do I have extra copies of my resume?
- ✓ Do I have a pen, paper, the addresses and phone number of my references?
- ✓ Do I have some mints/gum?

## Do I Have A Plan for Getting to the Interview/Job Fair?

- ✓ Did I plan to arrive at the Interview/Job Fair 15 minutes early?
- ✓ Have I looked up the RTA routes?
- ✓ Do I have a bus ticket? **NO?** See Ms. Denise and/or Ms. Kennee

## **CHECKLIST FOR WHAT TO DO BEFORE THE INTERVIEW**

What kind of first impression will I make?

- ✓ Did I get there 15 minutes early?
  
- ✓ Did I smoke a cigarette recently?
  - Did I eat a mint afterwards?
  - Am I chewing gum? (I need to spit it out!)
  
- ✓ Is my phone in my pocket and/or purse?
  - Is it on vibrate, mute or did I shut it off?
  
- ✓ Did I check my appearance before entering the reception area?

## **CHECKLIST FOR WHAT TO DO WHEN I WALK IN FOR AN INTERVIEW**

- ✓ Have I introduced myself to the receptionist?
  - First and last name, person you are waiting for
    - HINT – the receptionist will be asked how you behaved while waiting in the reception area while you were waiting.
  
    - While you are waiting
      - DO NOT get on your phone
      - DO NOT pace and sigh if you get impatient
      - \*\*\* YOU ARE BEING OBSERVED!!!! \*\*
  
- ✓ If I am asked to fill out paperwork, will I look organized?
  - Do I have a copy of an application form with all my information?

# **AM I READY FOR MY INTERVIEW/JOB FAIR?**

## **Do I have a presentable resume?**

- ✓ TAKE 15-20 COPIES OF YOUR RESUME TO A JOB FAIR

## **Do I know my 30-Second Elevator Speech?"**

- ✓ Do I have a 30 second "elevator speech?"
  - What is a "30-Second Elevator Speech?"
    - SEE WORKSHEET ONLINE
- ✓ Have I practiced my "30-Second Elevator Speech"?"
  - ❖ Have I practiced it in front of the mirror so I won't be nervous?
  - ❖ Have I practiced it with another person who can give me honest feedback?

## **How should I dress for the Interview/Job Fair?**

- ✓ Did I ask the person who invited me for an interview?
- ✓ Are my clothes clean?
- ✓ Do they reveal too much?
- ✓ Am I wearing too much jewelry, make-up, and natural-looking hair?  
\*\*\* I want the employer to focus on what I have to say \*\* \*
- ✓ If I don't know, I should dress conservatively, in a suit.

## **What Should I take to the Interview/Job Fair?**

- ✓ Do I have extra copies of my resume?
- ✓ Do I have a pen, paper, the addresses and phone number of my references?
- ✓ Do I have some mints/tissues?

## **Do I Have A Plan for Getting to the Interview/Job Fair?**

- ✓ Do I know where the Job Fair is?
- ✓ Have I made a plan to arrive at the Interview/Job Fair 15 minutes early?
- ✓ Have I looked up the RTA routes?
- ✓ Do I have transportation/a bus ticket?

## **CHECKLIST FOR WHAT TO DO BEFORE THE INTERVIEW**

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## **CHECKLIST FOR WHAT TO DO DURING THE INTERVIEW**

- ✓ **What to do at the Beginning of the INTERVIEW?**
  - Shake hands with the Interviewer
  - Introduce yourself with first and last name?
  - Use good eye contact throughout the interview?
  - Present your 30-second elevator speech?
  - Do I have a specific answer for what kind of job I am looking?
    - ❖ Clerical work, Receptionist, Secretary, Factory Work, Culinary
    - \*\* ! NEVER SAY I WILL DO ANYTHING!\*\***
  
- ✓ **When asked to describe myself, my work habits, do I use action words/verbs?**
  
- ✓ **Describe your hard skills**
  - ❖ I can operate a multi-line phone system
  - ❖ I have experience with Microsoft Excel, Powerpoint, Word
  - ❖ I am able to safely operate Hoyer lift
  - ❖ I always met daily quotas
  
- ✓ **Talk about times when you used your skills at work**
  
- ✓ **Avoid buzz words like:**
  - ❖ I am dependable
  - ❖ I get along with people
  - ❖ I can multi task

## **CHECKLIST FOR CLOSING THE INTERVIEW**

- ✓ **At the end of the interview, did I ask for feedback?**
  - “I would really like this job and I am wondering whether there is anything else you would like to know about me and why I would be a great match for this job?”
  
- ✓ **Did I shake hands and thank the interviewer/job fair person for their time?**

- ✓ Did I ask for the interviewer's business card?
- ✓ Did I ask about keeping in touch?
  - "If I don't hear from you in a week, may I call you?"
  - "I am leaving this message for Ms./Mr. \_\_\_ about the \_\_\_ position. Please feel free to call me back at \_\_\_. If do not hear from you in the next 2 days, I will phone again. Thank you."
- ✓ Did I write a Thank You note?
  - Did I reference a topic we discussed during the interview
    - ❖ "I am so glad we had a chance to discuss the Cav's next season"
    - ❖ "I also watch the – cooking show"
    - ❖ "How great that we both played soccer in school"
- ✓ Have I kept in contact, according to the directions of the interviewer?

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## Reason for Leaving

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When completing an **application**, you will be asked to state the reason for leaving a job. There are two parts to the reason for leaving a job: 1) "**How**" and 2) "**Why**." Please review the list below for some possibilities. To determine the appropriate statements for your situation, it is important to think through your individual circumstances and if necessary have a discussion with a TE staff person. The goal is to convey honesty while presenting yourself in a positive manner.

### 1. **How:** *(How explains the way in which you actually left the job)*

- **Resigned**
  - *Definition: You have given your employer written or oral notice that you are leaving your position*
- **Laid Off**
  - *Definition: There was no more work , the position was temporary or seasonal*
- **Separated from position**
  - *Definition: You were fired from a position, you quit without notice, or you were released from incarceration*

### 2. **Why:** *(Explains the reason behind the way you left a job)*

- |                                    |                                     |
|------------------------------------|-------------------------------------|
| • For new employment               | • Pursue new career/job             |
| • Unable to meet company standards | • Assignment ended                  |
| • Contract fulfilled               | • Business closed                   |
| • Term ended                       | • Company downsized                 |
| • Relocated / moved                | • Economy slowed                    |
| • Seasonal position                | • Reduction in workforce            |
| • Temporary position               | • Company relocated                 |
| • Seeking advancement              | • New management                    |
| • Professional growth              | • Change of policies                |
| • Limited work schedule            | • Not eligible for full time status |
| • Career change                    | • Volunteer position                |
| • Became a full time homemaker     | • Internship                        |
| • Injury (no longer a problem)     | • Temporary health problem          |
| • To attend school                 | • Health situation-now resolved     |
|                                    | • Legal issues, now resolved        |

### Examples:

1. Reason for leaving?  
**How:** Resigned    **Why:** Pursue new career
2. Reason for leaving?  
**How:** Laid off    **Why:** Seasonal position
3. Reason for leaving?  
**How:** Separated from position    **Why:** Health situation-now resolved

## **A survey shows 25 WAYS CANDIDATES STRIKE OUT WHEN INTERVIEWING**

A recent survey of 153 companies, who were questioned as to why they did not hire a qualified applicant, resulted in the following answers:

1. **P**oor personal appearance
2. **L**ack of interest and enthusiasm
3. **O**ver-emphasis on money
4. **C**riticism of past employers
5. **F**ailure to have good eye contact with interviewer
6. **P**oor handshake
7. **L**ate for the interview
8. **F**ailure to express appreciation for interviewer's time
9. **D**oes not ask enough detailed questions about position
10. **L**acks sufficient detail when responding to questions asked by the interviewer
11. **O**verbearing, over-aggressive attitude
12. **I**nability to express oneself clearly
13. **L**ack of planning for career; no purpose or goals
14. **L**ack of confidence
15. **L**ack of factual information
16. **L**ack of manners, courtesy
17. **L**ack of maturity
18. **L**ack of energy
19. **I**ndecisive
20. **M**erely shopping around
21. **C**ynical
22. **L**acks a strong work ethic
23. **I**ntolerant
24. **I**nability to take criticism/not open to being mentored
25. **H**igh pressure type



## **GENERAL DRESS FOR SUCCESS TIPS**

### **MEN:**

- ▶ Wear a conservative suit in dark blue or dark gray with dark shoes and a long-sleeved white shirt. The tie should be conservative but in-style.
- ▶ Jewelry should be minimal.

### **WOMEN:**

- ▶ A business suit in a subdued color is best for first interviews.
- ▶ A conservative dress or suit is fine for additional interviews.
- ▶ Jewelry should be minimal.