

Certified Rehabilitation Services

Darlene J Fittizzi-Tanski, M.S., CRC

Tips for a Successful Interview

Sample Interview Questions to Expect:

- ✓ Tell me about yourself? *(hold your response to 2 minutes, this should include statements as to your education and work skills not hobbies or other personal information.)*
- ✓ Why should we hire you?
- ✓ What skills and qualifications are essential for success in this position?
- ✓ What are your greatest strengths/weaknesses?
- ✓ How would you describe yourself?
- ✓ How would your colleagues describe you?
- ✓ How would your boss describe you?
- ✓ What were the five most significant accomplishments in your last work assignment?
- ✓ Can you work well under deadlines or pressure?
- ✓ Why do you want to work for us?
- ✓ What are your career goals?
- ✓ Do you have any questions for me?

Sample questions you may ask during the interview:

- ✓ Please describe the duties of the job for me.
- ✓ Is this a new position or am I replacing someone?
- ✓ How big is the team I'd be working with?
- ✓ If I meet or exceed the company's expectations, will there be additional opportunities to expand my responsibilities?

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The Week/Day Before the Interview:

- ✓ Practice your interview techniques.
- ✓ Decide on an appropriate interview outfit.
- ✓ Research the company and the position, if possible, as well as the people you will meet with for the interview. Review your work experiences. Be ready to support past career accomplishments with specific information targeted toward the company's needs. Have your facts ready!
- ✓ Find out where you will need to go for the interview and how long it will take you to get there. Do a practice run if necessary.
- ✓ Print out 3-5 copies of your resume and references on quality resume paper to bring with you.
- ✓ Confirm with references that you have all the correct contact information. Remind your references that an employer may be contacting them.
- ✓ Check your social networking sites to make sure your online presence is professional.
- ✓ If needed get a haircut.

The Day of the Interview:

- ✓ Prepare for your interview by paying close attention to your personal hygiene (*which includes showering, shaving, combing hair, ironing clothes*).
- ✓ Neatly assemble resume documents in a folder for your interview.
- ✓ Plan to arrive at least 15 minutes early.
- ✓ Leave cell phone in car or turn off completely. Do not leave it on vibrate or use it to call/text anyone during the interview.
- ✓ Relax, smile, be friendly and likable.
- ✓ Before you leave ask for a business card or contact information so you can follow up with a thank you note.
- ✓ Thank the interviewers for their time.

After the Interview:

- ✓ Send thank you note to interviewers expressing continued interest in the position.
- ✓ Follow up after 1 -2 weeks via phone if you haven't heard.
- ✓ Keep searching for other jobs.

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General Tips to Follow When Interviewing

- ✓ Arrival – Plan to arrive at least 15 minutes early for your interview.
- ✓ Greeting – Introduce yourself to the receptionist. Greet your interviewer with a firm handshake. Wait to be directed to the area of interview. Remain standing until asked to take a seat.
- ✓ Eye Contact – Maintain eye contact with your interviewers. You will show them how much you want the job by maintaining eye contact throughout the interview. Nod, smile and listen to the interviewer. They will often tell you precisely what they're looking for, allowing you to outline your own experience in a way that is complimentary to their needs.
- ✓ Be Positive – In particular, avoid negative comments about past employers. Smile and be friendly but not overly familiar.
- ✓ Be Specific – Discuss the position you are interviewing for and how you can make a contribution to their company. Do not discuss benefits or salary during the interview.
- ✓ Adapt – Listen and adapt. Be sensitive to the style of the interviewer. Pay attention to those details of dress, office furniture and general décor, which will afford helpful clues to assist you in tailoring your presentation.
- ✓ Relate – Try to relate your answers to the interviewer and his or her company. Focus on your past achievements that may be relevant to the position for which you're interviewing.
- ✓ Encourage – Encourage the interviewer to share information about his or her company. Demonstrate your interest.
- ✓ Ask for the Job – If you want the job, be *direct* about it. Upon leaving the interview, shake their hand, thank them for their time and then look them in the eye and tell them that you want the job and that you hope you will be seriously considered.