

## Getting Ready For An Interview

There are four main things a person should do in order to get ready for an interview:

1. Do everything you can to make yourself look neat.
2. Find out everything you can about the company you are interviewing with.
3. Write at least 3 good questions you could ask.
4. Figure out where the company is located and how long it will take to get there. (Do a dry run if it is a reasonable distance.) Make sure you have a vehicle to drive or other means of getting to the company at the designated time.

There are three main ways a person can try to look neat.

1. Dress nicely—this means wear clean clothes, don't wear blue jeans, wear a suit or dress if the job calls for it, don't wear loud or sexy clothes, don't overdo the jewelry.
2. Be clean – this means to bathe and wash your hair before you go. It is important to be clean so you will smell pleasant. But, don't go overboard trying to smell pleasant. Too much perfume or cologne turns most people off.
3. Have your hair trimmed and combed. This doesn't mean boys must have crew cuts and girls must have short hair. What it means is that your hair should be neatly trimmed to your style, not overgrown in need of a trim. Obviously, your hair should be combed. Do not go into the office and comb your hair.

It is very important for a person to find out everything he/she can about a company before going for an interview. Knowing about a company can make a person better prepared for an interview. Here are some of the kinds of things a person might want to know about a company.

1. What does the company make or do?
2. Is the company doing well?
3. Do people tend to work for the company for long periods of time or do they always seem to be quitting?
4. Is the company locally owned?
5. How many people does the company employ?

There are several ways a person can locate information about the company.

1. Write to the human resources department and request brochures or fact sheets about the company.
2. Visit your Chamber of Commerce and request information about the company.

3. Contact your local employment office and request information.
4. Look up information about the company on the Internet. For the 2004 Job and Transition Fair, websites for participating companies are listed on the job description page. (Go to [www.caveland.org](http://www.caveland.org), locate the dropdown menu, click on Job and Transition Fair, look for job descriptions on the left hand side of the page, open a job description and look for the web page that goes with your career choice.)

A person should write at least three good questions to ask in an interview both because it is a way of finding out some things he/she wants to know and because it makes him/her look prepared and interested. The questions a person would want to ask could change a lot from job to job. Here are some examples.

#### **For a grocery store job**

1. Does this grocery store have its own bakery?
2. Does this grocery store carry a large assortment of generic products?

#### **For a factory assembly line job**

1. How many lines are in operation at one time?
2. Is any safety wear required in this factory?
3. How many shifts does this factory work?

#### **For a home cleaning job**

1. Are supplies provided?
2. Can I use my choice of products?
3. Will laundry and windows be included in my duties?

#### **For an office clerk job**

1. Will I be required to answer the phone?
2. Do you have a specific dress code?
3. Is overtime work available?

#### **For a waitress job**

1. What kinds of foods does this restaurant serve?
2. What are the busy times for this restaurant?
3. Do you serve three meals a day?