

LET US HELP YOU PUT YOUR SKILLS TO WORK

INTERVIEW COACHING

LAST MINUTE TIPS:

- Plan to arrive a few minutes early.
- Dress professionally.
- Don't chew gum or smell like smoke.
- Bring several clean copies of your résumé in case you interview with multiple people.
- Bring a list of sample questions for the employer.
- Remember to use a firm, confident handshake; to smile and to make eye contact.
- Think positive! You're prepared for a great interview!

FOR MORE TIPS AND CAREER PLACEMENT ADVICE, CONTACT:

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Now that you have the skills you need to succeed, it's time to put them to work! This brief brochure can offer some helpful advice on ways for you to get your career off to a great start.

BE PREPARED

Employers will want to see that you're not only prepared for work but that you've done your homework.

Research the Position

Know the details, requirements and responsibilities of the position.

Research the Organization

Learn about the history of the company, its mission, products, services and customers.

Prepare Your Résumé

Customize your résumé to fit the position you are targeting. Be sure to include a summary of your skills, education and accomplishments.

Practice Your Interview

Develop specific examples that highlight your skills. Practice speaking in a way that sounds natural, relaxed and confident.

Anticipate Tough Questions

When discussing difficult situations, be positive and honest so you will be able to turn a potential weakness into a strength.

Interview Your Prospective Employer

Don't be afraid to ask questions to learn more about your employer and the position.

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Steps to a Great Job Interview
Compliments of Universal Technical Institute



STEPS TO A GREAT JOB INTERVIEW

DRESS THE PART

A positive first impression will go a long way in convincing any prospective employer that you are the right person for the job. Remember, you are not dressing to express yourself; you are dressing to fit in as a member of their team.

For Men:

Pants: casual or dress pants (no jeans)

Shirt: casual collared shirt or conservative dress shirt

Shoes: casual or dress shoes (no tennis shoes)

Jewelry: no earrings or facial piercings

Hands: clean as possible, nails trimmed

Facial Hair: neat and trimmed

Hair: neatly trimmed and combed (natural colors are best), no hat

Cologne: light scent or none at all

For Women:

Pants/Skirt: casual or dress pants (no jeans) or a conservative dress/skirt

Shoes: sensible closed-toe shoes

Makeup/Perfume: keep to a minimum

Jewelry: simple accent jewelry only, no facial piercings

Nails: professional length, neutral color

Hair: neatly styled away from your face, natural colors are best

CHANGE YOUR VOICE MAIL MESSAGE

Your voice mail message can make or break getting to the interview. While you're job hunting, keep your voice mail message simple to reinforce your image as a professional person.

Here is a sample voice mail script to follow:

"Hi, this is (INSERT YOUR FIRST AND LAST NAME) and I'm unable to answer your call at the moment. Please leave your name, number and a short message, and I will get back to you as soon as possible. Thank you and have a nice day!"

PREPARE YOUR ANSWERS

Although every interview is different, many prospective employers ask similar questions that will help them get to know you as quickly as possible. Read the following sample questions then start to think about your answers.

- Why should I select/hire you?
- Why did you choose this career?
- What do you consider your greatest strength? Weakness?
- What can you tell me about yourself?
- What motivates you?
- What do you know about our company?
- What goals do you have for your career?
- Where do you want to be 10 years from now?
- Can you tell me about some of your recent goals and what you did to achieve them?
- What accomplishments have given you the most satisfaction in your life?
- Can you give me an example of how you were confronted by an angry customer? How did you handle the situation?
- What is important to you in a job?

MAKE A LIST OF QUESTIONS

The interview process is a two-way street. While the prospective employer is learning about you, it's a great opportunity for you to learn as much as you can about his or her company and the position.

Here are examples of typical questions to ask during an interview. (Usually 3 to 5 questions are common for most interviews.)

- What do you like best about working for this company?
- What is it like to work here?
- What would be my work schedule?
- What tools would I need to bring?
- Are there opportunities for advancement?
- What is your employee retention rate?
- Is this a year-round position?
- Does the company offer any type of ongoing training?
- How will my performance be evaluated?
- What is a typical day like for someone with this position?
- What qualities are you looking for in an employee?

LEARN HOW TO NEGOTIATE

If you can become comfortable with negotiating, you can often make a great opportunity even better. Here are a few helpful tips on how to secure the most from each position:

Salary: Don't talk about salary until the employer does.

Acceptance: Always ask to think about the offer overnight.

Package: Remember to consider the entire hiring package, including:

- Insurance benefits
- Retirement plans, including 401(k)
- Tuition reimbursement
- Tool program
- Geographic location
- Bonuses
- Uniforms (if provided)
- Others (overtime, paid time off, etc.)
- Relocation assistance (if needed)

Be prepared for trade-offs. Understand your needs and those of your employer. If you need something that the package does not include, don't be afraid to ask.

SET YOURSELF APART

If possible, try to talk with all employers before accepting a position. After each interview, make sure to get each person's contact information to send a thank you note, card or at minimum an email or phone call. This will allow you to thank the interviewer for his or her time and reinforce your interest in the opportunity and your professionalism.

A sample thank you note can read:

Dear (INTERVIEWER NAME):

Thanks for your time today.

I enjoyed meeting you and discussing the (POSITION NAME) position. If you have any additional questions about my skills or experience, please do not hesitate to contact me at (INSERT CONTACT INFO).

Sincerely,

(INSERT YOUR NAME)