

Interview Checklist

Preparation:

Research, research, research! Knowing more about the organization as a whole and the particular position you are applying for will be helpful in the interview. It will help you understand questions that may be asked and will give you a chance to come up with questions to ask them. The more research you conduct, the more confident and comfortable you will feel in the interview. It will also demonstrate to the employer how determined and pro-active you are about their company and the position you seek.

Get specific directions to the location. If possible, go there the day before and check out parking and the location of the office where your interview will be held.

First Impression:

Put your best foot forward. Remember the decision to hire you may be made in the first 5 minutes. Always wait until they sit or invite you to be seated.

Dress code:

Dress more formal than you would in the actual position. Women should wear a suit or dress with a jacket. Men should wear a suit or sport jacket and slacks. It's a good idea to have an interview outfit ready and waiting (cleaned, neat, no threads or missing buttons) hanging in your closet. Don't wear anything too trendy or faddish. (ladies, no miniskirts). Check all zippers for closure and ladies should always have an extra pair of hose for emergencies. Your style of dress communicates too, what do you want it to say?

Arrival:

Arrive a few minutes early to check out the location and parking. Stop by the restroom and check your appearance. Again, you may want to check out the location the day before if you are unsure of the area.

What to bring:

Always have an extra copy of your résumé, note paper and pen. You will want to jot down questions as they may come about as well as information about the position. Also, write down the names of each person you interview with, so you can mail a thank-you note.

Application:

Read through the entire application before you begin. Follow the directions. Give specific titles. You may leave the salary question blank, or fill it in with a reasonable salary range. Use N/A where answers are not applicable. Proofread the application before returning it.

What interviewers look for

Communication Skills → must be able to communicate thoughts and information in a clear manner

Interpersonal skills → ability to work in a team environment

Involvement in activities → demonstrates experience in leading people, in team situations, and interest in others.

Academic achievement → determined and focused on goals

Character → honesty, integrity

Work experience → has the potential and initiative to have held a job

Special skills → relevant to the company

A good match → personality, skills, interests, values

Questions to think about prior to your interview

1. Why do you want to work at this facility, and what specific job/areas am I interested in?
 - a. To Prepare: research the facility
 - i. Mission
 - ii. Population served
 - iii. Financial stability
 - iv. Management style
 - b. Learn about the job
 - i. Job description
 - ii. Occupational outlook
 - iii. Handbook
 - iv. employees
2. What qualities make me a good candidate
 - a. To prepare: self assessment
 - i. What are my strengths and weaknesses?
 - ii. What are my interests?
 - iii. How do I know?
 - iv. What kind of results demonstrate my abilities?
3. What type of shift, working conditions, salary and fringe benefits are most important to me? (12 hours, 10 hours, 8 hours, weekends, flex-time, insurance)
 - a. To prepare: clarify values and lifestyle choices
 - i. What are my values?
 - ii. What kind of lifestyles do I want for myself and those close to me?
4. How will I be trained?
 - a. To prepare: How do I learn best?
 - i. Do I need immediate feedback or can I learn well on my own?
5. What are my goals? Where do I want to be in 10 years?
 - a. To prepare: Identify and prioritize career and life goals and objectives
 - i. Am I interested in supervision, training, management?
 - ii. How do I plan to reach these goals?

Other questions to think about

6. How would you deal with conflict between yourself and a supervisor or co-worker?
7. How do you cope after an emergency or a particularly stressful day?
8. What are the major issues facing this job today?
9. What can you bring to the organization?