

Interview Reference Guide

Be prepared for your interview and study job description

- **What will be your responsibilities and are you up for the challenge?**

Be aware of the “halo” & “horn”

- **For example: if they hired former classmate and it didn't work out for whatever reason. Be sure stay positive**

Make sure that you're comfortable (at ease)

- **If it doesn't seem right, be polite and end the interview cordially**

You may want to take notes

- **Is there anything that specifically required or what you to know before accepting the position**

Interviewer will probably use the same interview technique for everyone

- **That's when you sizzle**

Allow the interview to control the interview, but do ask questions

- **If they forget to mention pay scale, holidays, time-off, sick time, over-time, raises and etc.**

Don't allow interviewer to lead you

- **If they give the impression that you're hired and they never contact you**

Will they allow you time to answer questions?

- **If they fill answers for you, they may receive the wrong impression which could lead to a huge misunderstanding later**

You should talk about 20% of time, the other 80%; the interview will be listening to your answers

- **Please don't ramble**

Your interview should close in a friendly manner

- **Thank the interviewer and give firm handshake**