

# Interviewing Tips & Resources

## Before the Interview

- Research the organization.
  - Visit the employer's website if they have one.
  - Use electronic resources in the library or via [www.fvrl.org](http://www.fvrl.org), such as Reference USA, Business & Company Resource Center, or ProQuest to look for news articles, financial statements, and/or business descriptions.
- Visit the employer at least once to ensure you plan enough time to get there.
  - Use [www.mapquest.com](http://www.mapquest.com) or [www.maps.google.com](http://www.maps.google.com) to map your driving/walking route.
  - Visit [www.c-tran.com](http://www.c-tran.com) or [www.trimet.org](http://www.trimet.org) to plan your trip.
- Prepare a verbal "commercial" to introduce yourself.
  - Pick up our "60-Second Commercial" worksheet for guidance.
  - Attend the "Skills and Abilities" workshop at WorkSource. Schedule online at [www.go2worksource.com](http://www.go2worksource.com).
- Think like an employer. Give specific examples of what you have done that will be an asset to the employer.
  - Attend the "Interviewing" workshop at WorkSource Washington.
  - Pick up our "STAR Qualities" worksheet for guidance.
  - View the WinWay Interview videos to get an idea of good techniques.
- Prepare some questions you can ask of the employer. (See the reverse of this sheet for samples.)
- Practice with a live person

## The Day of the Interview

- Dress one step up from how you might dress on the job.
  - Use your pre-interview trip to investigate how employees dress.
  - Go to [www.ehow.com](http://www.ehow.com) and search for "dress for a job interview" for some pointers.
- Take extra copies of your paperwork—assume they've lost all your application materials.
- Remember you're making an impression from the moment you enter the parking lot.
- Be aware of all non-verbal messages you send.
- Ask when the employer plans to make a decision and be sure to get names and titles of your interviewers.

## After the Interview

- Write a thank you note within 24 hours of the interview.
- Call your interviewer if you don't hear from them within the timeframe they indicated.

**Sample questions for you to ask the employer:**

- What are you looking for in the ideal candidate?
- Why is this position available?
- Is there a lot of team project work?
- How is an employee evaluated and promoted?
- How does this position fit into the overall organization?
- What is the work environment like?
- How would you describe the corporate culture and management style?
- Why did you join the organization? Why have you stayed?
- What are the organization's short and long-term goals?
- What would you like me to accomplish in this position?
- Can you describe a typical work day?
- What qualities are you looking for in a new hire?
- What are your expectations of all new hires?
- What are the most challenging parts of this position?
- How soon will you make a hiring decision?
- How many other candidates are you considering for this position? What can you tell me about them?
- Do you have any questions that I could clarify?
- Do you have any questions about what I've told you today?