

The Interview “Study Guide”

1. Research this type of job.
 - a. Do you fully understand this job? If not, you have more research to do.
2. Decide what you will want to say!
 - a. What are YOUR qualifications now (or fictitiously) for this job?

 - b. What are your goals?

 - c. What are your interests?
3. Know what to ask!
 - a. Arrive at your interview ready to ask questions. What questions might you want to ask Mr. Janes? Don't ask him for suggestions; you wouldn't ask a prospective employer what you should ask.
 - i.
 - ii.
 - iii.
 - iv.
 - v.
4. Appearance – Dress for the job. We will discuss in class but you are expected to look the part. In fact, some have said that what you wear to an interview should be what you would wear for your NEXT job!
5. What actual questions do you think Mr. Janes will ask?
 - a.
 - b.
 - c.
 - d.
 - e.