



Oklahoma Cooperative Extension Service
Oklahoma State University

Pathways to Success

A Basic Living Skills Curriculum

The Job Interview

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The Job Interview

Today you will learn: How to interview for a job.

The Job Interview

A job interview is the time you and an employer will talk about you and the job you hope to get. You must be ready to show an employer why you are the right person for the job.



To be ready for a job interview, learn all you can about the place of work and the duties of the job. Learn the interviewer's name. Arrange your ride to the interview and plan to go alone. Get your folder of items you will need to take with you.



Think about how you will answer the questions you may be asked.

The way you look will be very important. Look your best. Wear the right clothes for the job. Have your clothes clean and pressed. Take a bath and use deodorant. Be clean shaven or have a trimmed moustache and beard. Use make-up in good taste. Don't overdo it. Watch how you stand and sit. Leave your sunglasses in your pocket or purse. Do not smoke or have anything in your mouth. Keep your hands in your lap. A woman should put her purse on the floor. Make sure you have your cell phone is turned off. You want the person interviewing you to see that you are serious about getting this job.



**You Are In The
Spotlight
During A Job
Interview!**

Arrive 10 to 15 minutes early.

Smile when you give your name. Shake hands. Call the interviewer by name.

Do not place your personal items on the desk.

Use proper grammar and speak up. Think before you talk. Use “standard English.”

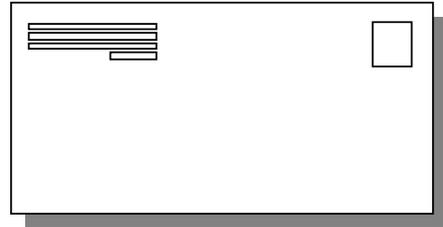
Do not talk about personal problems or talk bad about other people.

You do not have to answer questions about your age, religion, marital status, race, arrest record or credit rating unless they have something to do with the job. If you do not want to answer these questions, kindly tell the interviewer.



Answer questions as best you can. Do not be afraid to ask questions at the end of the interview. Always be there at the time the interviewer tells you to be there. Arriving on time shows you respect the interviewer.

After the interview, ask the interviewer if he or she has any other questions. Thank the interviewer for his or her time. Leave after the interview is over. Send a follow-up letter thanking the interviewer for the job interview. (Sample letter on page 8.)



Do not get upset if you do not get the job. Think about how you can do better next time.

Interview Questions

Employers ask questions during a job interview to find out what you are like. As you answer questions, keep in mind that the interviewer wants to know what kind of worker you will be.



Here are some common interview questions. How will you answer the questions?

1. Tell me about yourself. (Talk about school and work experiences.)

2. What are your strengths? (Tell of things you can do well.)

3. What are your weaknesses? (Tell how you need to improve. Talk about how you are working to do better.)

4. Why do you want to work here? (Talk about what you have to offer to the employer.)

5. What job would you like to have in 5 years? (Tell about your personal job goals.)

6. Why should I hire you? (Stress your strengths.)

7. When can you start work? (Tell the interviewer when you can start. You may be able to start soon. If you have another job, give at least two weeks notice.)

8. How may we contact you? (Give your telephone number or tell where a message may be left.)

9. Tell me about your children. (You do not have to answer this question.) Kindly tell the interviewer you are a good worker.

SAMPLE FOLLOW-UP LETTER

August 7, 20--

142 Circle Drive
Brockton, OK 72040

Ms. Charlotte North
276 Mill Street
Brockton, OK 72042

Dear Ms. North:

I want to thank you for interviewing me yesterday afternoon. The job interests me very much. I believe I can do a good job for you.

Thank you for the opportunity to be interviewed and I look forward to hearing from you soon.

Sincerely,

Rebecca Cole