

INTERVIEW COACHING

LET US HELP AS YOU PURSUE A CAREER.

Now that you have the skills needed to succeed, it's time to use them! The following information offers helpful advice on pursuing a career.¹



BE PREPARED

Prospective employers will want to see that you're not only prepared for a career but that you've done your homework.

RESEARCH THE POSITION

Know the details, requirements and responsibilities of the position.

RESEARCH THE ORGANIZATION

Learn about the company's history and its mission, products, services and customers.

PREPARE YOUR RÉSUMÉ

Customize your résumé to fit the position you're targeting. Be sure to include a summary of your skills, education and accomplishments.

PRACTICE YOUR INTERVIEW

Develop specific examples that highlight your skills. Practice speaking in a way that sounds natural, relaxed and confident.

ANTICIPATE TOUGH QUESTIONS

When discussing difficult situations, be positive and honest so you'll be able to turn a potential weakness into a strength.

INTERVIEW THE INTERVIEWER

Don't be afraid to ask questions to learn more about the company and position.



FOR MORE INFORMATION VISIT:
UTI.edu/Military

LAST-MINUTE TIPS

- Dress professionally.
- Don't chew gum or smell like smoke.
- Bring several clean copies of your résumé in case you interview with multiple people.
- Bring a list of questions to ask.
- Remember to use a firm, confident handshake, as well as smile and make eye contact.
- Think positive! You're prepared for a great interview!

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6 STEPS TO A GREAT JOB INTERVIEW

1 | DRESS THE PART

A positive first impression will go a long way to help convince any prospective employer you're the right person for the job.

Remember, you aren't dressing to express yourself. You're dressing to fit in as a member of the employer's team.

FOR MEN:

- + **Pants:** casual or dress trousers (no jeans)
- + **Shirt:** casual collared shirt or conservative dress shirt
- + **Shoes:** casual or dress shoes (no tennis shoes)
- + **Jewelry:** no earrings or facial piercings
- + **Hands:** clean as possible, nails trimmed
- + **Facial hair:** neatly trimmed
- + **Hair:** neatly trimmed and combed (natural colors are best), no hats
- + **Cologne:** light scent or none at all

FOR WOMEN:

- + **Pants/skirt:** casual or dress slacks (no jeans) or a conservative dress/skirt
- + **Shoes:** sensible closed-toe shoes
- + **Makeup/perfume:** keep to a minimum
- + **Jewelry:** simple accent jewelry only, no facial piercings
- + **Nails:** professional length, neutral color
- + **Hair:** neatly styled away from your face, natural colors are best

2 | CHANGE YOUR VOICEMAIL MESSAGE

Your voicemail message can make or break getting an interview. While you're job hunting, keep your voicemail message simple to reinforce your image as a professional person.

Here is a sample voicemail script to follow:

Hi, this is (Insert Your First and Last Name) and I'm unable to answer your call at the moment. Please leave your name, number and a short message, and I will get back to you as soon as possible. Thank you and have a nice day!

3 | PREPARE YOUR ANSWERS

Although every interview is different, many prospective employers ask similar questions that will help them get to know you as quickly as possible. Read the following sample questions then start to think about your answers.

- + Why should I select/hire you?
- + Why did you choose this career?
- + What do you consider your greatest strengths? Weakness?
- + What can you tell me about yourself?
- + What motivates you?
- + What do you know about our company?
- + What goals do you have for your career?
- + Where do you want to be 10 years from now?
- + Can you tell me about some of your recent goals and what you did to achieve them?
- + What accomplishments have given you the most satisfaction in your life?
- + Can you give me an example of how you were confronted by an angry customer? How did you handle the situation?
- + What is important to you in a job?

4 | MAKE A LIST OF QUESTIONS

The interview process is a two-way street. While the interviewer is learning about you, it's a great opportunity for you to learn as much as you can about his or her company and the position.

Here are examples of typical questions to ask during an interview:

(Usually 3 to 5 questions are common for most interviews.)

- + What do you like best about working for this company?
- + What is it like to work here?
- + What would be my work schedule?
- + What tools would I need to bring?
- + Are there opportunities for advancement?
- + What is your employee retention rate?
- + Is this a year-round position?
- + Does the company offer any type of ongoing training?
- + How will my performance be evaluated?
- + What is a typical day like for someone with this position?
- + What qualities are you looking for in an employee?

5 | LEARN HOW TO NEGOTIATE

If you can become comfortable with negotiating, you can often make a great opportunity even better. Here are a few helpful tips on how to secure a good offer:

SALARY: Don't talk about salary until the employer does.

ACCEPTANCE: Always ask to think about the offer overnight.

PACKAGE: Remember to consider the entire hiring package, including:

- + Insurance benefits
- + Tuition reimbursement
- + Geographic location
- + Uniforms (if provided)
- + Relocation assistance (if needed)
- + Retirement plans, including 401(k)
- + Tool program
- + Bonuses
- + Others (overtime, paid time off, etc.)

Be prepared for trade-offs. Understand your needs and those of your employer. If you need something the package doesn't include, don't be afraid to ask.

6 | SET YOURSELF APART

After each interview, make sure to ask for the interviewer's contact information to send a thank-you note by mail, email or phone call. This will allow you to thank the interviewer for his or her time, and reinforce your interest in the opportunity and your professionalism.

Here is the outline of a sample thank-you note:

Dear (Interviewer Name):

Thank you for your time today.

I enjoyed meeting you and discussing the (Position Name) position. (State a few examples of how your qualifications meet their requirements.) If you have any additional questions about my skills or experience, please do not hesitate to contact me at (Insert Contact Info).

*Sincerely,
(Insert Your Name)*