

How to Prepare For A Job Interview

JOBPRO specializes in placing professionals in a variety of interesting jobs like light industrial, office support, accounting, information technology, manufacturing and management. No matter what type of job you are seeking it is important to prepare for the job interview. JOBPRO wants you to succeed in preparing for the job interview.

The more prepared you are for the interview the better chance you have of being offered a job. Whether you are seeking a professional, administrative or industrial job preparing is the key to landing an offer. The main goal of an interview is to get a job offer or be invited back for a second round.

You must have a pencil, pen and note pad by the phone to write down important information when someone calls about a job interview. After you have sent out some resumes you never know when someone will call. There is nothing worse than getting a call from a prospective employer or agency and hunting for paper and pencil to write the information down. The area near the phone at home should be quiet and clutter free. Don't allow the tv or radio on, kids fighting in the background or kitchen appliances running when on the phone. It is important to be able to concentrate on getting important information about the interview. So plan accordingly.

If you have a voice mail answering function on your phone use a simple professional business message for anyone calling. Don't have kids talking in the background, animal noises or rock in roll music playing in the message background. An interviewer might be turned off by an unprofessional message and never call back.

Obviously you should have a current resume that you can send through regular mail and email. Many companies accept online applications and you can upload your resume to their site. There are many books and online articles about writing a resume. If you do not have a computer many public libraries have them. Library patrons can use the computers to type up a resume and save it to a disk. You can even print copies of your resume at most public libraries.

When someone calls about a job interview it is important to try to get as much information as possible about the interview. First find out what time the interview is, with whom and where the company is located. You should write all this information down. Try to get a job description if at all possible. A job description is important, as often an interview will revolve around the duties and how your experience fits the company. Try to find out how to dress or the dress code. If you do not know how to dress the best advice is to dress on the conservative side. If the interviewer is pressed for time ask if they can send some of this information by email if you have one.

It is important to find directions on how to get to the company for the interview. You can get directions online by typing in the addresses on Map Quest and then looking at the maps and directions. You can print them out. There are many online services that give directions. Another way is to look at a map to figure out the driving route you. Most often the interviewer will give you directions if you ask. You have to write them down.

It is a good idea to drive to the company a few days before the interview to see how much time it takes to get there. You can observe the dress of employees if you arrive about about lunch time or when work lets out. A dry run before the interview avoids many last minute pitfalls like traffic congestion or going to the wrong location. You will feel less nervous if you know where you are going the day of the interview.

Knowing how to dress for the interview is important. It is important to dress professionally. Sometimes the first five minutes determines whether you get a job. A suit, tie white shirt and dress pants for men in professional positions is a must. Women should wear a skirt and blouse, suit, dress, or dress pants and blouse depending on the position. Even for someone interviewing for a laborer position it is important to wear dress pants and shirt. Your shoes should be polished if necessary and simple. The best colors for clothing is blue, navy, black, brown, beige, gray, or black.

Never wear open toed shoes or have bare legs. Ladies wear panty hose and check for runs. Avoid short skirts, bright colors and excessive jewelry. Look for missing buttons, stains on your clothes and rips and tears. It is important to give a good impression on any interview. Your hair should be clean and combed. Avoid bows, flowers, and headbands.

Research the company to find out as much as you can before the interview. Use the internet, library and magazines. The website should give you detailed information about the products, locations, officers of the company and some departments. Some business websites like Hoover's is good for general business company research. You should know what the company products or services are and how the job you are applying for fits into the big picture. Who are the customers or clients that the company or organization serves? How does the department you are interviewing with fit into the company?

Bring a few extra copies of your resume with you. If you have a portfolio of writing samples, drawings, letters, certificates and diplomas they should be professionally displayed neatly in a folder or notebook. They can be used in the interview to show how your qualifications are suited to the position. Bring only your best work that highlights your strong points when showing a portfolio.

Phone interviews are very common now. It is important to prepare for phone interviews too as they can screen you out. Don't use a cell phone and turn off call waiting. If you have time practice speaking in front of the mirror or answering some simple interview questions. It is important to practice answering the phone in a professional manner. It is a good idea to have paper and pen by the phone so you can write down information down while you speak with the interviewer. There is nothing more annoying than getting interruptions when you are speaking to a potential employer. Sometimes it ends the phone interview and your chance for a job.

Research the company before the phone interview if they call ahead to give you date and time so you know what the company does and what the job entails. Clear the room of kids turn off the tv and radio and have a room quiet. Try to schedule the interview on the phone when it is a good time for you to talk. Prepare by practicing answering questions and having your resume handy to look at when the interviewer calls.

Practice speaking about your job skills and how they improved your current job or previous employer. Do this by using number and quantifying the results. For example supervised 30 employees in the computer lab. Raised \$20,000 for the library edition through a golf tournament. The more specific and strong your examples the better.

Prepare for some obvious interview questions by knowing your strengths and practicing giving answers to some standard questions in front of the family or the mirror. Contact your references ahead former supervisors, colleagues, and key people in organizations, for permission. Have at least three and don't surprise them get their permission. Know your skills and state your weaknesses in a positive way. Practice shaking hands with family members for face to face interviews. A firm handshake is important.

Write down some questions to ask the interviewer about the job and the company. Get some feedback from the interviewer about what its like to work at the company. Ask them why they like the company or why the job is open. What are the problems that need to be addressed in the position and the expectations?

Remember that preparation for an interview is important. Always spend the time to prepare before you go.