



SELL YOURSELF



The Five Part Interview

The 5 Steps

1. Before the Interview

2. When You Meet the Interviewer

3. The Interview

4. The End of the Interview

5. The Follow Up

1. Before the Interview

- Do your homework
- Learn as much as you can about the company
- Know where you are going
- Arrive 5-10 minutes early
- Be prepared
- Bring extra copies of your resume
- Bring a notepad and pen
- Prepare questions for the interview
- Dress for success
- Make sure your hair is clean and neat
- Make sure your fingernails are clean, do not wear gaudy nail polish
- Brush your teeth
- Don't forget the deodorant
- Make sure your clothing is clean and neat

<https://youtu.be/VV1cMmCKxmY?si=OUChFYcwljufGKe4>

Please wait for the video to load before moving to the next slide.
The video will open in a new window.

2. When You Meet the Interviewer

- ▶ Make strong eye contact
- ▶ Shake hands firmly
- ▶ Introduce yourself
- ▶ Smile and be confident
- ▶ Wait until you are offered a seat
- ▶ Be positive in your communication
- ▶ SMILE



3. The Interview



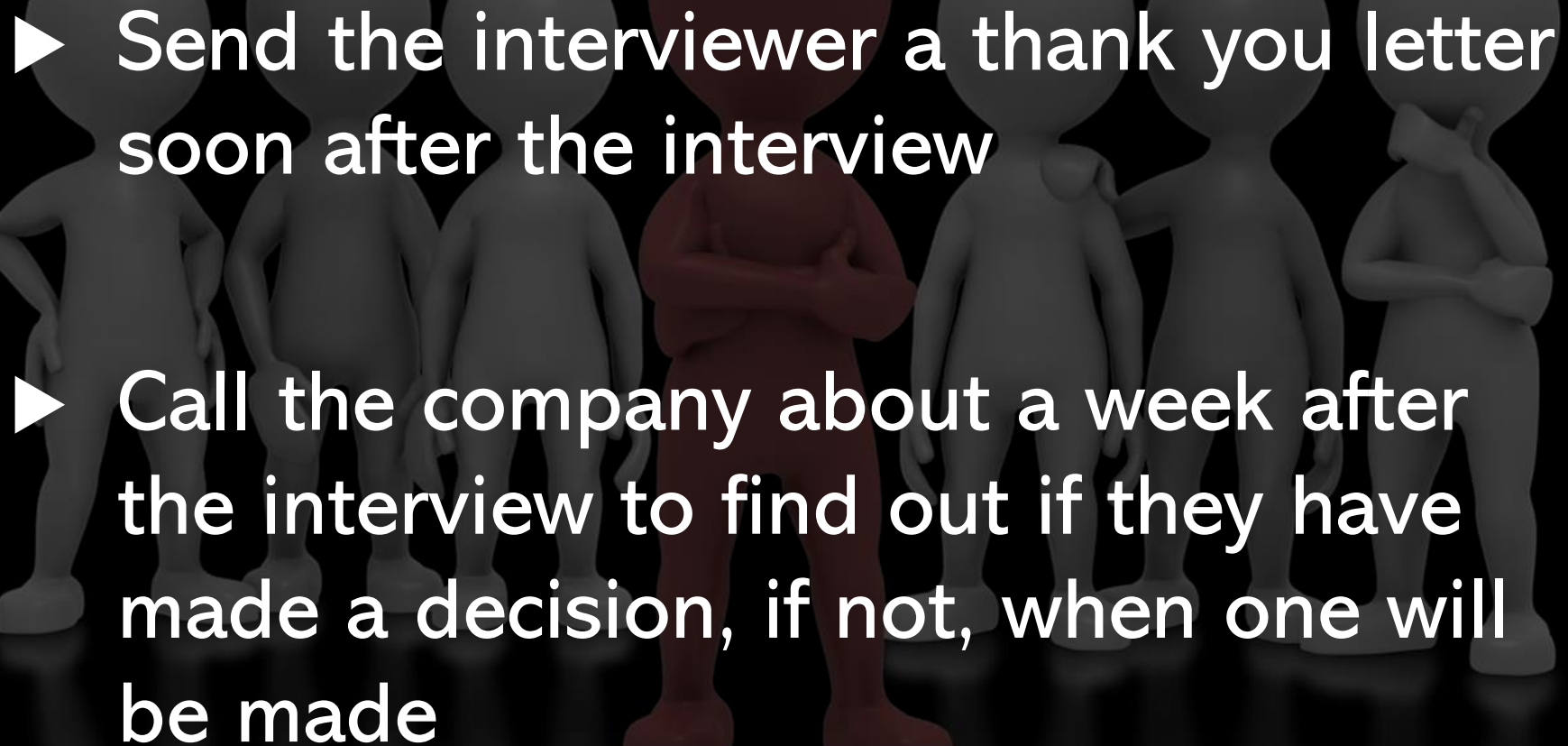
- Face the interviewer; maintain good posture and body language
- Always be positive with your attitude and answers
- Know your resume and be prepared to answer questions about it
- Be honest with your answers
- Be thorough with your answers, one word answers won't get you very far
- If you don't understand the question, ask for an explanation
- Organize your thoughts before speaking
- Take a moment to think before answering tough questions

4. The End of the Interview



- Ask the job related questions you have prepared
- Make sure the interviewer knows how to contact you and your ability to provide additional information
- Thank the person for the interview and their time and interest in you
- Shake hands firmly

5. The Follow Up

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- ▶ Send the interviewer a thank you letter soon after the interview
 - ▶ Call the company about a week after the interview to find out if they have made a decision, if not, when one will be made



Questions

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