Interviewing

The job interview is part of **STEP #5: Pre-Employment/Job-Hunting** of the Career Development process.

1. **Before the Interview**
   
   A. An interview is very important. Employers use interviews to decide if individuals are a good fit for their business and positions. An interview is also a good opportunity for you to gather information about the employer and if the job is right for you.
   
   B. Below are interviewing tips to review before you interview. You can also find more information in the Career Resource Library in the section for interviewing articles and resources.
      
      i. Common Interview Questions and more
   
   C. **Interviewing Tips**
      
      i. Be prepared. Use the Internet to learn as much as possible about the business and the position before going on an interview.
      
      ii. Be on time, come by yourself, and look professional.
         
         1. Dressing for Interview Success
            
            
            iii. Have copies of your resume, application, and business card handy if you need them.
            
            iv. Shake hands and maintain eye contact.
            
            v. Focus on your strengths and give answers that show that you are flexible and can easily adapt to change.
            
            vi. If asked about your weaknesses, explain how your weakness is both good and bad (for example perfectionism can be time consuming, but it also means that you create a complete and concise finished product).
            
            vii. Ask questions; employers will notice if you are interested in the position and their company. Ask what responsibilities you will have, how they might change over time, or how you will be evaluated. Ask for specifics about the company's goals and challenges.
            
            viii. Follow up. Send a thank-you letter by mail or email.
               
               1. Thank you letters
                  
                  [http://www.quintcareers.com/sample_thank-you_letters.html](http://www.quintcareers.com/sample_thank-you_letters.html)
               
               2. Email thank you letters
                  
                  [http://jobsearch.about.com/od/thankyouletters/a/thankyouemail.htm](http://jobsearch.about.com/od/thankyouletters/a/thankyouemail.htm)

2. **After the Interview: Job Rejection (or) Evaluating the Job Offer**
   
   A. **Job Rejection**
      
      i. Even if you follow all of the recommended steps of the pre-employment process - research the market and various companies, plan your job search, prepare for interviews, follow up on all job leads - there is not a guarantee that you will be offered the job.
      
      ii. Job rejection is a reality for most job seekers. But there are ways to lessen its effects and being able to cope with the rejection is part of the job-seeking process.

B. Evaluating the Job Offer
   i. Now that you have concentrated all your efforts on getting a job, there are several questions you need to ask yourself before you accept any job offer.
      1. Will this job make me more marketable? Will this job increase my skill set and experience or is it the same as the job I have now?
      2. Is this a dead end job? Does there appear to be potential for growth within this organization and/or industry?
      3. Will this job and company enable me to satisfy my leisure goals and work values? Will it allow me to derive enjoyment and success?
      4. Is the job too far to travel? I am willing to relocate?
      5. Is this job worth any sacrifices I might need to make?
      6. Can I do this job all day every day? Will the job become boring or repetitive?