JOB INTERVIEWS

- Get a good night's sleep.
- Take a shower.
- Dress up — look like a business expert.
- Check your appearance in the mirror.
- Mute cell phones and all other digital devices.
- Be able to show that you know about the company.
- Remember that first impressions matter.
- Have a positive attitude.
- Offer a firm handshake.
- Get to the point. Express thoughts clearly and simply.
- Make sure you answer the question you were asked. Don't ramble on.
- Make eye contact.
- Smile!
- Stand tall and sit straight.
- Be adaptable.
  (No job is a perfect fit.)
- Bring a resume with contact information and strong references.
- Bring a portfolio with work samples if you have some experience to show off.
- Follow up with a thank-you note or email.

- Be late.
- Bring a friend.
- Chew gum.
- Wear sunglasses or headgear, such as a hat or bandana.
- Be sarcastic or disrespectful.
- Mumble, slouch, or twitch.
- Criticize your former employers.
- Ask the salary or pay until you've been offered the position.
- Expect too much too soon. No one owes you a job. You have to earn it.
- Include false information on your application or in the interview.

DEMONSTRATE EMPLOYABILITY SKILLS IN INTERVIEWS:

✓ **Repeat** the interview question to yourself and make sure you know what is being asked.

✓ **Pause** to formulate your answer.

✓ **Include a brief example** in your response that demonstrates you have the soft skill, even if you are asked a yes or no question.
The example should be:

> ∨ Brief but with details
> ∨ Applicable to the job
> ∨ Recent
> ∨ True and believable
> ∨ Clear and answer the question

KEY TERMS:

CONSTRUCTIVE FEEDBACK
A suggestion that is intended to help or improve.

ENTREPRENEURIAL SPIRIT
Viewing business problems as opportunities for innovation.

EMPLOYABILITY SKILLS
The essential skills, personal qualities, and values that enable you to thrive in any workplace.

TECHNICAL SKILLS
The abilities and knowledge used in a specific profession.

WORK ETHIC
A set of values based on hard work and doing the right thing.