

INTERVIEW PREPARATION / TIPS

- **Call once a week inquiring about interviews.** If you are given phone numbers, contact them twice a day until they contact you regarding an interview.
- **Log onto www.iuoe399.org and register to be put on the job openings email alert list**
- **If you submit an application online, please forward a copy of the confirmation email to Pat Kelly at: pkelly@iuoe399.com**
- If you think you cannot pass a drug test: **DO NOT TAKE THE TEST**
- **Background checks are required at an increasing number of locations;** make sure that your record is clean. If it is not, contact your lawyer to try to clear your record. **DO NOT LIE** about your record on any application.
- **Be honest with your interviewer.** State your strengths, skills and experience. Do not misrepresent yourself.
- **First impressions count.** Be well-groomed and well-dressed. Dress conservatively: Men: shirt and tie; Women: business suit or appropriate pants/skirt and blouse. Do not chew gum. Do not wear strong cologne or perfume. Do not wear any type of hat. Cover tattoos and body piercing (some employers may have policies prohibiting the wearing of facial jewelry or displaying pierced jewelry other than on ears).
- **Remove Distractions.** Turn off your cell phones or any other electronic device that would disrupt your interview.
- **Be prepared.** Bring five clean copies of your résumé and references, a notepad and a pen. **Always bring colored photocopies of all certificates, licenses, diplomas and letters of achievement.**
- **Place your resume and all attached documents into a clean folder to present to the interviewer.** Use a folder, not an envelope. (If you cannot prepare a resume, seek professional assistance to prepare one.)
- **Rehearse.** Conduct a practice interview. Research several Internet websites that detail how to give the perfect interview for the job. (If you are unable to make an interview, call immediately to inform them you are unable to attend and you would like to reschedule. Do not just “not show up”)
- **Be positive and polite.** Greet your interviewer with a firm handshake and make eye contact. Smile. Speak clearly and use appropriate language. Speak respectfully such as “Yes sir” or “No Ma’am”. Do not use slang and/or profanity.
- **Relax, relax, relax!** Mention your other interests and show your personality, as appropriate.
- **Ask questions.** What is expected of me? What do I need to fit in? Show interest in your interview. Respond to every question in a positive and brief manner. Stress your positive conviction that you can meet the challenges of the job. (if you have time, go on the Internet and find out about the company if applicable)
- **Say thank you.** End the interview with a firm handshake and make eye contact. Thank the interviewer for his/her time. Ask the interviewer for his/her business card. Mail a typed thank you letter to your interviewer immediately after your interview again to thank the interviewer and restate your conviction that you can do the job. Send it by mail the same day that you have the interview! – *Do not email a thank you.*
- **You may follow up with a phone call** in a week’s time to inquire about the status of the job.
- **If you are offered a job, please call Pat Kelly (Ext. 2116) immediately.** Also, if you have pending interviews after accepting a position, please be courteous and inform them you have accepted another position and would like to cancel your interview.