



# THE CONNECTION

NE MN Office of Job Training

Volume 4, Issue 6

December 2009

## Guidelines to a Successful Job Interview

Job interviews are possibly the most intimidating part of the job search for many people. The best job interview is satisfactory for both interviewer and candidate. You should expect to be interviewed several times during your job search. Sometimes you will participate in several interviews for one job. Interviewers consider qualifications and overall suitability for the job during the interview process. The image you present during interviews is a primary factor. If you are skilled at interviewing, you will make sure that the interviewer learns about your qualifications and considers you for the position.

Employers have limited information from which to make a decision: an application or resume, references, and a brief interview. It is up to you to convince the employer you are the best person for the job. As you will do most of the talking when you respond to the questions, it is important to communicate your information clearly and concisely. Use examples of successful work experience that demonstrate your skills and qualifications that match the prospective employer's needs.

Your objective is to help the interviewer learn about your skills and the contributions that you can make to the organization. You may need to be assertive if the interviewer is not good at drawing out the information during an interview with you.



It is simply reality that appearance has an impact on first impressions.

You should ask for information about the company and the job if you are not learning enough during the interview. You should also know the following *before* any interview:

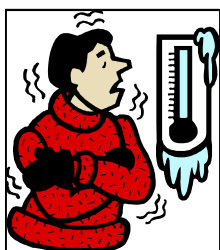
- Is the company publicly, privately, or family owned?
- What is the history of the company?

- Where are the branches and/or offices located?
- What are its services and/or products?
- Who are its current customers; major competitors?
- What is its financial position?
- What industry changes have affected the company?
- What problems are common to its industry?
- What does the organization need in the position?

What you wear for the interview makes a statement, whether you intend it to be or not. A critical part of the impression you make on an employer is based on your physical appearance. Some may say that it's not fair or that your appearance shouldn't indicate how well you can perform a job. It's simply reality that appearance has an impact on first impressions and no matter what your feelings on the subject are, be prepared to deal with this fact in your job search. Cont'd. on page 2...

## Interviews - Let Us Help!

\*\*\*\*\*  
 \* Do you "freeze" when it \*  
 \* comes to answering inter- \*  
 \* view questions? Let us \*  
 \* help. Contact your Career \*  
 \* Counselor today for some \*  
 \* interview tips that will \*  
 \* "thaw" your worries. \*  
 \* \*\*\*\*\*



There are several different types of interviews. Three very common types are telephone screening, in-person screening, and the selection interview. No matter which type of interview, your goal is to present your qualifications to the final decision-maker. The **NE MN Office of Job Training** can help you reach this goal. Call your counselor today!



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**"The doors we open and close each day decide the lives we live"**  
 Flora Whittemore

**NE MN Office of Job Training:**

Aitkin:	(218) 927-5623
Cloquet:	(218) 878-4414
Duluth WorkForce Center:	(218) 723-4730
Duluth Career Center:	(218) 733-0401
Grand Rapids:	(218) 327-4480
Hibbing:	(218) 262-6777
Int'l. Falls:	(218) 283-9427
Virginia:	(218) 748-2200

# Guidelines to a Successful Job Interview

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As much as 60% of first impressions are the result of how you look—your grooming and clothing, as well as, your facial expression and body language. Neat, clean and conservative is a safe standard for dress and grooming. You should always dress one step above what would be worn on the job. If you're not sure what you would be wearing on the job, take some time to find out. Your appearance makes an immediate statement. If you were hiring someone for the position you are seeking, what would be important to you? What is your appearance saying?

You've prepared for the interview, made it on time, and are now sitting in front of your interviewer. Here's where the preparation really pays off. Along with having a good understanding of the position and company, you should also have prepared questions to ask the interviewer ahead of time. Having questions pre-

pared in advance helps show the interviewer you are interested in the position. Indicating you have given some thought to this opportunity and care enough to want to know everything you can about the job will impress the employer. Of course, the biggest part of the interview is the questions you are asked. Being prepared for some of the more common questions, as well as, some potentially difficult ones, will help build your confidence and prepare you to do the best you can. Be prepared for a variety of questions. Some



**Don't expect to skate through an interview without preparation.**

questions are simple and obvious, but others are less predictable and subtle. The interviewer wants to find out who you really are, how you work, what your goals are, and whether you are reliable, motivated, and hard-working.

Most people have several interviews before finding the right job. Some interviews go well and others not so well. A review of each interview is helpful. One reason to review interviews is to improve your interviewing style. A review also reminds you of what you learned about the job during the interview.

Finally, remember to send a *thank you letter* to individuals who interviewed you. Include a positive reaction to the company, how you can make a contribution to the company, and express your interest in the job.

*Reference: Career Connection*

## Effective Job Search Strategies



In today's world, most people will have to job search many times. Gone are the days of finding a good position and staying on until retirement. Studies have shown that the average person will change jobs five to eight times in their lifetime. Learning effective job search strategies now will serve you well in the future should you find yourself in transition again. Job search skills need to be constantly maintained and updated throughout your work life, even when you are employed.

In order to make the most of the skills and assets you have acquired through your job search, follow these recommendations:

- \* Keep your skills current. Maintain a list of new things you learn on the job and elsewhere.
- \* Continually update your resume when you gain new skills, abilities, and accomplishments.
- \* Even after you find a job, keep your options open. See what your job skills are worth in the open market. Go on interviews occasionally. Find out what you need to meet your goal or what your marketable skills are worth. Expand your job by using all your skills.
- \* Get the training or experience you will need to move up or out.
- \* Keep a list of awards, accomplishments, and recognitions to present to your supervisor to lobby for a raise or for upward mobility. Also include that information on your resume and cover letters.



Remember that you are your own best sales representative. It is up to you to manage, maintain, improve and present your product - **you and your skills.**

*Reference: Career Connection*

**Check  
It Out !!**

## You could qualify for FREE TAX HELP!

- If you meet the income limits  
(up to \$49,000 for either families or individuals)

**Tax Clinics will run from January 30 to April 15, 2010**

**To locate the nearest  
VITA (Volunteer Income Tax Assistance) Program site**

**Call the IRS at 1-800-829-1040**