Objective: Discover how to have a successful job interview

NAME: _____________________________

Part 1: Interview Tips
Using the material presented in the Career Information Packet, answer the following questions. If you cannot find the answer, leave it blank and move on. We will review the material.

1. Review the application tips. Why is it important to not leave any gaps in your employment history?
________________________________________________________________________
________________________________________________________________________

2. What should you do after an interview?
________________________________________________________________________

3. How long do you have to write your thank you letter? ___________________

4. Why should you write a thank you letter?
________________________________________________________________________
________________________________________________________________________

5. When should you show up for an interview? ___________________

6. How should you dress for an interview?
________________________________________________________________________

7. Why is appropriate interview attire necessary?
________________________________________________________________________
________________________________________________________________________

8. Review the interview Do’s and Don’ts. Summarize the underlying themes.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

9. Why do interviewers ask questions?
________________________________________________________________________
________________________________________________________________________

10. How should you answer a question pertaining to a weakness?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
11. Is silence okay in an interview? Why or why not?

12. Review the unlawful questions. Why do you think these questions are unlawful?

13. How should you respond if you are asked an unlawful question?

14. How should you prepare for an interview?

15. About how long should you prepare for each interview? __________________

Part 2: Asking Questions
Refer to the attacked excerpt to answer the following questions.

1. Write three possible questions you can ask in your upcoming interview at PerFin:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. Why did you select these questions?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

3. Look at the Dumb Dozen, what is the common thread between these questions and why does that make these questions dumb?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________