

# INTERVIEW CHECKLIST

Do you know how to make a positive first impression at a job interview? What do employers look for in a job applicant? Study the following six categories, and then use this checklist to help you evaluate each job applicant during the mock interviews. Finally, use this list to prepare for your next interview.

## Appearance

- ❖ Bathe or shower prior to an interview
- ❖ Wear clothing that is clean, pressed, and well-fitting.
- ❖ Wear appropriate clothing and footwear, i.e., dress one step above the job you are applying for
- ❖ Make sure your
  - Hair is clean and combed
  - Hands are clean
  - Fingernails are clean and trimmed
- ❖ Wear conservative makeup, accessories, and jewelry
- ❖ Brush your teeth and freshen your breath (however, no gum!)
- ❖ Wear subtle perfume/cologne (if any)
- ❖ If you have belt loops, wear a belt
- ❖ Wear matching socks/hosiery (no runs!)
- ❖ Miscellaneous -What should you do about
  - ❖ Shaving? Sunglasses?
  - ❖ Tattoos? Hats?
  - ❖ Body piercing?

## Body Language

- ❖ Smile
- ❖ Shake hands firmly
- ❖ Sit when you are offered a seat
- ❖ Use good posture
- ❖ Show that you are listening by nodding, taking notes, etc.
- ❖ Make eye contact
- ❖ Avoid sending negative messages (yawning, looking at your watch, etc.)
- ❖ Show composure (no fidgeting, playing with hair, biting nails, etc.)

## Responsiveness

- ❖ Be on time
- ❖ Use employer's title and last name
- ❖ Know the job you're applying for
- ❖ Show enthusiasm
- ❖ Speak clearly, using proper grammar
- ❖ Avoid slang, swearing, and suggestive language
- ❖ Answer questions clearly, completely, and honestly
- ❖ Focus on your strengths

## Attitude

- ❖ Show respect
- ❖ Be positive and enthusiastic
- ❖ Know about the company
- ❖ Know the interviewer's name
- ❖ Have paperwork completed
- ❖ Ask questions that show your interest in the company

## Application/Resume

- ❖ Make sure your resume is
  - Typed on clean, plain-colored paper
  - 1-2 pages in length
  - not folded, stapled, or wrinkled
- ❖ When completing your application,
  - Fill in all blanks
  - Print neatly
  - Answer all questions honestly

## Closing the Interview

- ❖ Stand and shake hands
- ❖ Thank the interviewer for his/her time
- ❖ Emphasize your interest in the job
- ❖ Ask when a decision will be made

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# DOS AND DON'TS IN AN INTERVIEW

## DO

### About Yourself

- Stress your qualifications.
- Recount experience you have had which would fit you for the job.
- Talk and think, so far as possible, about the future rather than the past.
- Indicate where possible, your stability, good safety experiences.

### About The Employer

- Try to learn ahead of time about the company and its products or services.
- Approach the employer with respect.
- Stress the contribution you can make to the company.
- Have available a list of former employers, time and period of service.

### Personally

- Remember that employees should be capable, dependable, trainable, careful, and steady.
- Assume an air of confidence.
- Try to be optimistic in your attitude.
- Maintain your poise and self-control.
- Try to overcome nervousness or shortness of breath. (It helps to take a deep breath)
- Know the importance of getting along with people.
- Let as many people as possible know you are "job hunting".

### In The Job Interview

- Be well groomed and appropriately dressed.
- Apply for the job in person, unless instructed to do otherwise by employer.
- Apply for a specific job.
- Answer questions honestly and with straight forwardness.
- Recognize your limitations.
- Indicate your flexibility and readiness to learn.
- Maintain eye contact.

## DON'T

### About Yourself

- Keep stressing your need for a job.
- Apologize for your age.
- Be untidy in appearance.
- Display "cocksureness".
- Feel that the world owes you a living.
- Be a "know it all" or a person who can't take instructions.
- Depend upon the telephone for your job contacts.
- Isolate yourself from contacts which might help you find a job.
- Be one of those who can do anything.

### In The Job Interview

- Go to an interview without a record of your former work connections.
- Arrive late and breathless for an interview.
- Speak with a muffled voice or indistinctly.
- Hedge in answering questions.
- Express your ideas on compensation, hours, etc. early in the interview.
- Hesitate to fill out applications, give references, and take physical examinations or tests on request.
- Make claims if you cannot "deliver" on the job.
- Display a feeling of inferiority.
- Discuss past experiences which have no relevance to the job situation.

# INTERVIEWING TIPS

- Focus on your skills
- Don't try to memorize interview questions.
- Practice Interviewing (Peers, Children, or Spouse).
- Don't focus on what to ask employers.
- If you don't understand a question, please ask for clarification of the question.
- Arrive on time.
- Make sure you know something about the company.
- Make the employer want to have you as an employee.
- Don't sit until offered a seat.
- Don't chew gum.

## Plan Ahead

How would you manage your time before getting to your job or to an actual job interview?

- The best way to manage your time is to plan a day before.
- Find out where your job site / interview location is at.
- Prepare your clothes a day before (including children and spouse if you have any).
- Prepare any extra paper work that you might want to have handy (resume).
- Get a good nights rest.
- Wake up early and eat a good breakfast.
- Check the radio or TV before you leave the house to make sure that there are no accidents reported by where you are going to pass by.

## Relax Before and During the Interview

- Take a deep breath.
- Do whatever it takes to make yourself feel at ease (i.e. exercise, sing, run, listen to music).
- Remember employers are just as nervous as you are.

## What about illegal questions????

Illegal questions are not supposed to be thrown in the interview, but there are some that you should be aware of:



- How old are you?
- When is your birthday?
- In what year were you born?
- In what year did you graduated from college/ high school?
- Are you married?
- With whom do you live?
- How many children do you have? Or Are you pregnant?
- Do you have a disability?
- Have you been arrested?
- What type of discharge did you receive? (Military only)
- No cell phones.

### **Possible Legal Alternative Questions that Can and May be Asked**

- Are you over the age of 18?
- Can you, after employment, provide proof of age?
- Do you have any restrictions on your ability to travel?
- Do you have responsibilities or commitments the will prevent you from meeting specified work schedules?
- Are you authorized to work in the United States?
- Have you ever been convicted of \_\_\_\_\_ crime?
- In what branch of the Armed Forces did you serve?
- Do you have reliable transportation?

### **Different Types of Interviews**

#### **Telephonic Interview**

- Screening process.
- Go to a quiet place.
- Try not to use a cell phone.
- Have notes available.
- Speak slowly and clear, make sure that you understand every question if not ask for clarification.
- Smile over the phone
- GOAL: To have an in person interview.

## One on One Interview

- Look around your surroundings.
- Make eye connection with the employer.
- Don't get intimidated.
- GOAL: Have a second interview or the job itself.

## Panel Interview

Consist of three or more employers interviewing you.

The best interview you will come across.

You will work with some of the people that will be interviewing.

Shake everyone's hand.

Make eye contact to the person who is asking you the question.

Try to make a connection with each interviewer.

GOAL: Have a send interview or the job itself.

**REMEMBER: YOUR INTERVIEW IS LIKE A FIRST DATE!!!!**

All questions will be different depending on the type of position that you are applying for.

For more examples of mock interviews go to [www.job-interview.net/sample/Demosamp.htm](http://www.job-interview.net/sample/Demosamp.htm)

For more information about job interviews: [www.collegegrad.com/intv/index.shtml](http://www.collegegrad.com/intv/index.shtml)



# GREETING THE EMPLOYER

## Open:

- Use employer's name
- Make/Maintain eye contact
- Smile
- Shake hands
- Introduce yourself
- Tell the position you are seeking
- Offer your application/resume

## Close:

- Use employer's name
- Maintain eye contact
- Smile
- Thank the employer
- Shake hands
- “When will you make a decision?”

# TOP TEN INTERVIEW QUESTIONS

## - Suggestions for Answering -

### 1. Tell me about yourself.

Employers ask this for several reasons: they sincerely want to know about you, your background, and your skills. They also want to see how well you present yourself and how well you will "fit" into their workplace.

When you respond to this question share positive personal information about your skills, work history, interests, and achievements and prove how these make you a good "fit" for this position and this company.

### 2. Why did you leave, or are you leaving, your last position?

It is important to be honest and positive. If you left (or are leaving) under negative circumstances spend some time thinking about what you learned from the experience and what YOU will do differently to avoid a similar situation in a new position. Take ownership of the situation; never blame someone else. (Reference back to the 'Reasons for Leaving' list)

### 3. Why do you want to work for this company?

Research the company before the interview so you can explain why you want to work there. Knowing about the company shows the interviewer you are serious about wanting a job with them, and can make you more enthusiastic about the company and the position. It also prepares you to ask intelligent questions during the interview.

### 4. What are your strengths?

Sometimes we take our strengths for granted, but this is the place to tell the interviewer the strengths you have that relate to the job you are applying for. Know your strengths and practice talking about them. Use **Confirmation Statements** to "prove" them. *For example*, "I am an energetic and responsible worker. When I worked at the Blue Ridge Hotel, I was in charge of scheduling and ordering supplies, in addition to cleaning my share of rooms everyday."

### 5. What are your weaknesses?

Never admit a weakness without turning it into a strength. Address weaknesses that will not be a problem on the job you are applying for. *For example*, "Some may see my lack of work experience as a weakness; but this will allow me to learn to do the job your way."

**6. What are your goals? or Where do you want to be in five years?**

Be both honest and positive. Though you may not know *exactly* what you will be doing in five years, answer in terms of how your goals relate to this employer and this job. Talk about how this job fits in with your future plans. *For example*, "I hope to obtain and continue employment with this company and be working in a position of greater responsibility such as \_\_\_\_\_." If your answer indicates no connection with this job or this employer, the employer will not think you are the right person for this job.

**7. What has been your most significant achievement?**

Choose something you have accomplished that will relate to the job you are applying for. Give a **Confirmation Statement** that will help sell your skills. *For example*, "Raising my three children alone has been a great achievement; and the skills I learned raising my children, such as organization, flexibility, creativity, and determination, will help me succeed in this job as well."

**8. How would your last boss and/or co-workers describe you?**

Think about your skills, your assets, and your relationship with others. Give **Confirmation Statements** that focus on the positive. *For example*, "My last boss would say I was dependable, a hard-worker, and I got along well with my co-workers." You might worry that your boss would say you didn't learn the new computer system quickly enough; however, this is an opportunity to focus on your strengths.

**9. Why should we hire you?**

Be sincere and speak enthusiastically about your qualifications and your interest in the job. Again, use **Confirmation Statements** that will make a positive impression on the interviewer. *For example*, "I would like the opportunity to work for your company and believe I have the skills (name the relevant skills) to do the work."

**10. What are your salary expectations?**

Never be the first to state a salary. Instead ask, "What do you usually pay someone with my experience?" You may shortchange yourself if you state a salary that is lower than the company usually pays. On the other hand, if you state a salary that is much higher than the employer usually pays, he/she may assume you won't work for the salary he/she intends to offer. Most importantly, remember that salary should not be discussed until an employer makes a job offer.



# What are your weaknesses?

1. Sometimes I can be forgetful, but I have a notepad that I write everything down on.
2. I am detail oriented, so often times I take extra time with tasks, but in doing so, it ultimately saves time and money, because it is guaranteed to be done to perfection.
3. I am a very organized person. Sometimes this can bother others, but for me, organization is the key to being efficient and effective.
4. I tend to be sensitive, but I think this helps me better understand and communicate with others.
5. I tend to care about what other people think of me, but other people's opinions do matter to me, so I try to be the best person possible.
6. I tend to get bored easily. I do not like to just sit around, so I find things to keep me busy.
7. I cannot tolerate negative people, so I try to be the most positive person can be and others around me then begin to change their attitudes too.
8. I tend to be very neat and although cleaning takes up some of my time, working in a clean environment makes me a more productive worker.
9. I can be too detailed when providing information to others. This takes time, so I am working on making my answers as brief as possible so that I can service customers in a shorter period of time.
10. I find that I like to jump in and do things for other people, but I have learned it is more helpful to guide others and let them do things for themselves so that they learn and grow in their own right.
11. My biggest fear is not knowing everything when I start a new job. However, I am not afraid to ask questions and will use all resources available to me to get the job done.
12. I have found that in my past I would try to do too many tasks at one time. What I have learned is to organize my time and I prioritize my "To Do List" and work on the most important tasks first.
13. I tend to be a quiet person, but that shows that I am a good listener.
14. I try not to think that I have a weakness, I consider them as challenges, because I am willing to improve my skills and abilities and learn whatever it takes to get the job done.
15. My biggest weakness presently is not working for your company.

# TOP TEN INTERVIEW QUESTIONS

## - Personalized Responses -

1. Tell me about yourself.

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2. Why did you leave your last job?

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3. Why do you want to work for this company?

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4. What are your strengths?

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5. What are your weaknesses?

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6. What are your goals? or Where do you want to be in five years?

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7. What has been your most significant achievement?

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8. How would your last boss and/or co-workers describe you?

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9. Why should we hire you?

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10. What are your salary expectations?

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## 50 Questions to expect during an interview

- 1. Relax and tell me about yourself.**  
Talk about your experience, accomplishments, and qualifications for the job – not your childhood, family or hobbies.
- 2. Why do you want to work as a ...?**  
Talk about the interesting details of the job and why they fascinate you.
- 3. What skills does the job require?**  
Use your fingers and count off the skills – 1; 2; 3...
- 4. What qualifications do you have?**  
Using your fingers, name the first skill, and then explain your qualifications. Repeat for each additional skill.
- 5. What do you know about my company?**  
Before you go on the interview, visit the company's website or call the Chamber of Commerce. Get information on the company size, its key products or services, the markets where it competes, and its overall reputation.
- 6. Why do you want to work for us?**  
You're on your own.
- 7. How did you learn about us?**  
Friend, relative, newspaper story, advertisements – anything to show that they are not a random choice.
- 8. How many other companies have you approached?**  
"Several for back up, but this is where I really want to work, this is where my hopes are."
- 9. How many employers have you worked for during the last five years?**  
Tell the truth.
- 10. You seem to switch jobs a lot. Why?**  
Job stagnation, demotions due to down-sizing, career exploration, a short lived personal problem, or having made a bad choice are all good reasons.
- 11. How long do you plan to work here?**  
"A long time, this is the job I've been hoping for."
- 12. Tell me about your current (or last) job.**  
List your duties and responsibilities. Explain your accomplishments.
- 13. Why are you leaving that job?**  
Job stagnation, demotions due to down-sizing, career exploration, or having made a bad choice are all good reasons.
- 14. Are you planning to give notice that you're leaving for another job?**  
Explain that you don't want to leave them shorthanded. A two-week notice is customary.
- 15. What will your manager say when you give notice that you're leaving?**  
Explain why you'll be missed. Don't give the impression that they'll be glad to be rid of you.
- 16. What did you like most about that job?**  
Talk about your responsibilities, challenges, accomplishments, and the people.
- 17. What would you change about that job?**  
Don't bad-mouth the job. Explain that you'd want more responsibility. It shows initiative.
- 18. Did you ever have a disagreement with a boss?**  
Answer, "yes" and you're a troublemaker, "no" and you're a wimp. Find the middle ground: "Sure we disagreed. But we worked well together. For example..."
- 19. Tell me about your education or training.**  
Explain your education or training. Then, tell how it helped prepare you for the job you want.
- 20. Did you enjoy school? Why?**  
The manager wants to know if you enjoy learning and whether you might benefit from a training program.
- 21. Which course did you find more difficult? Why?**  
The manager wants to know if you have perseverance: "My first term in algebra, I got a D. My study skills were all wrong. I joined a study group. By the third term I pulled it up to a B and kept it there".
- 22. Did you join any school activities? Why?**  
School activities show that you're sociable; that you enjoy being part of a group, and that you can work with other people. This is important in the work place.
- 23. How were your grades in math?**  
The job may require basic math skills like addition, subtraction, multiplication, division, and percentages. "I didn't like algebra, but my basic math skills are good".
- 24. How were your grades in English?**  
The job may require that you read and write reports, letters, and memos.
- 25. Do you plan to continue your education?**  
Adding to your education says that you want to grow and prosper, professionally as well as personally.
- 26. What do you do to relax after work?**  
Don't brag about auto racing, sky diving, scuba diving, or any other sport that might be dangerous. They suggest a likelihood of injury and absence from work.

27. **What do you plan to be doing for work five years from today?**  
Figure the promotions you should get if you work hard for this company over the next five years. Tell the manager you plan to be working for him or her in that position.
28. **What salary do you expect to be earning five years from today?**  
Avoid salary questions by stating, "A fair salary. A salary equal to my work contribution".
29. **When do you hope to retire?**  
"Certainly, not before I'm 65".
30. **Give an example of a major problem you faced and how you solved it.**  
Think of something related to work, school, civic, or leisure activities. Tell it as a story. Give details. The manager wants to see how you define problems, identify options, decide on a solution, handle obstacles, and solve the problem.
31. **In your lifetime, what was your greatest accomplishment? What did you learned from it?**  
A personal touch works well here, such as your marriage, birth of a child, or helping someone in need.
32. **What was your greatest failure? What did you learned from it?**  
Fessing up to a failure shows maturity. Avoid examples that might reflect on your ability to do the job.
33. **What is your greatest weakness?**  
Focus on work, not character weaknesses. Turn it into a positive. "I'm accused of being a workaholic. I like to stay and get caught up on the odds and ends before I go home at night".
34. **Have you ever been convicted of a crime?**  
It is not illegal to ask this question if it has a bearing on the job you are seeking. A bank, for example, wouldn't want a convicted embezzler working in that vault. If you have a conviction, admit it. Explain what happened. Admit that you made a mistake. Tell what you've done to make amends. Ask for a chance.
35. **Do you have a drug or alcohol problem?**  
If you do, get some help. Enroll in a program.
36. **Last year, how many days of work (or school) did you miss? How many days were you late?**  
This will tell the manager whether you're going to show up for work on time every day. If you've missed more than a couple days, have some good explanations ready.
37. **What motivates you to do a good job?**  
Money is not a good answer. A good answer is something like, "having responsibilities and being acknowledged when a job is done right".
38. **Are you at your best when working alone or in a group?**  
"Both, I enjoy working as part of a team and I can work independently to get my share of the work done".
39. **Would you rather be in charge of a project or work as part of the team? Why?**  
"Either, I'm not afraid to take responsibility and I'm not afraid to roll up my sleeves and pitch in".
40. **As a youngster, what did you do to earn your own spending money?**  
Baby-sitting, lemonade stand, newspaper route, shoveling snow, mowing lawns, and other jobs show early signs of ambition and a respect for work.
41. **What would you do if a supervisor told you to do something now and another supervisor told you to do it later?**  
The manager wants to see how you handle conflict. How would you handle it?
42. **Give me two reasons why I should not hire you?**  
You're on your own.
43. **Who are your heroes? Why?**  
Think about it
44. **What do you like most about yourself? Least?**  
See question #33. Stress positives.
45. **If you were told to report to a supervisor who was a woman, a minority, or handicapped, what problems would this cause you?**  
You're on your own
46. **What salary were you paid on your last job?**  
Tell the truth.
47. **What kind of salary are you looking for today?**  
"I have no set salary. What would you usually offer someone with my qualifications?" If the manager persists, give a general answer like: "Somewhere in the teens" or "somewhere in the middle thirties".
48. **In your last job, how much overtime did you average each week?**  
The manager wants to know if you can be counted on to help out when the work piles up. Explain that you can be counted on to work late whenever the need arises.
49. **Have you ever been fired from a job? Why?**  
Explain that you usually get along really well with everyone. But, you and your ex-manager just couldn't seem to make things work.
50. **Do you have any questions for me?**  
"Yes, thank you. I do... (See next section for a list of questions)

# Questions to ask during an interview

1. Would you describe a typical day and the things I'd be doing?
2. Which duties are more important for this job?
3. Tell me about the problems connected to this job and how, as boss, those problems affect you?
4. How will I be trained or introduced to the job?
5. How long should it take me to get my feet on the ground and be productive?
6. How is this job important to the company – how does it contribute?
7. What are the department's goals for the year?
8. How many people work in your department? In the company?
9. Who are the people I'd be working with and what do they do?
10. What do you consider to be my weaknesses? My strengths?
11. How would I get feedback on my performance?
12. If hired, would I report directly to you, or to someone else?
13. Has the company had a layoff in the past few years? If so, how long was the layoff and was everyone recalled?
14. Is this company owned by any other company?
15. What markets does the company compete in?
16. Are annual sales for this company ahead of last year's?
17. If you were to offer me this job, where could I expect to be in five years?
18. Could you give me a brief tour? I would enjoy seeing where your people work?
19. What would I say or do to convince you to offer me this job?
20. I want this job. Would you consider hiring me on a 30-day trial period- to prove myself?

## **What kind of questions does the manager expect me to ask?**

Intelligent questions that show you're looking out for your own welfare and happiness. Review the list and add some questions of your own.

## **Are there questions I should not ask?**

Never ask questions about salary, vacations, holidays with pay, or paid sick days. You're looking for a job, not a vacation.

Wait for the manager to bring up the issue of wages. When they ask what kind of wages you expect, ask what the standard wage for your qualifications is. Force the manager to throw out the first figure.

## **Can I ask for the job if I want it?**

Absolutely; Most people who go on a job interview, never tell the manager whether they want the job or not. This leaves the manager guessing. If you want the job, look the manager in the eye and tell him/her you want this job.

## **What if the manager won't give me an answer?**

Offer a deal. The lifeblood of the business is "the deal". So, use it to land the job you want. Offer a 30 day trial period to prove that you can learn this job.

If the manager looks interested, stick your neck even further – ask them to take you on as an "independent contractor" for 30 days. This means that you would be given a 30 day contract to do a certain job. At the end of the contract, you have to leave, unless the manager offers you a job.

Don't make idle offers, though. The manager just might take you up on it.

## **How will I know when the interview is over?**

The manager will usually ask if you have any final questions. Then, they'll stand up and thank you for coming.

Regardless of the outcome, be a good sport. Thank the manager for taking the time to talk with you. Give a sincere handshake. If a manager says that they'll make a decision within the next week or so, ask if you could call to inquire about that decision.

# Follow-up after the interview

Fewer than half the people who go on a job interview will bother to send the manager a note thanking them for their time and consideration.

## **What is the big deal?**

Since most people won't bother to send one, it could give you an edge, especially if there is real competition between you and another applicant.

Remember, businesses are formal. Manners are important. Managers look for these things.

## **What goes into a thank-you note?**

Keep it brief. Thank the manager for meeting with you. Repeat that you do want the job. Offer a trail period. Say that you'd like to call in a week or so to see if they've made a decision.

Write the note as soon as you get home from the interview. You want to get it into the manager's hands before he forgets who you are.

## **Suppose I don't want the job?**

If you decide that you don't want the job, be professional and send the manager a note.

Thank him/her for his/her time. Say that you've decided to seek employment elsewhere and ask that he/she remove your name from consideration.

You can bet most managers don't get too many notes like that.

## **Any "secret strategies" that'll really impress the manager?**

Yeah, there's something hardly any of your competitors will do. During the interview, the manager explained some of the problems or issues that have to do with the job you want.

Think about those problems. If they're not confidential, discuss them with a friend. Ask what they think. Come up with a few suggestions, and then send the manager a short letter explaining your ideas.

Be sure to mention that these are only ideas. Admit that you don't know enough about the inner workings of the department to be certain, but that you'd certainly enjoy taking a crack at solving those problems.

If your suggestions are good, the manager just might call you in for a follow-up interview.

Mail this "idea letter" a few days after your thank-you note, but before you follow-up on the telephone.

## **Do you really have to call and see if they've made a decision?**

You bet. It tells the manager that you want this job so bad, you're willing to call. It also shows persistence. It shows that you're the kind of person who gets things done – even when they're not very pleasant.

## **What should I say when I call?**

Use the calling script provided.

Practice with a friend to smooth out the awkward spots before you make the real call.

### **Oh, what's all that about a follow-up interview?**

When managers interview people for an important position, they sometimes ask the strongest candidates to come back for a second interview – before they make any job offers.

If you're ever invited back to a second interview, it means that you have something that really interests them.

When they call to invite you to a follow up interview, be sure to ask about the agenda. Unlike your first interview, which was general, this interview will be specific. They might want to see how you interact with the team or hear your thoughts on an issue.

So, ask what they plan to talk about. If you know what they want, you can go in prepared – and walk out with the job.

## Calling Script

Call the manager and introduce yourself:

“Good morning, Ms. Igotajobforu. This is Jill Geewiz. I wanted to call can thank you for meeting with me last week about the tea-taster's position”.

### **Ask if the manager has made a decision:**

“I am very interested in that position and I thought I might follow-up to see if you've made a decision”.

### **If you got the job:**

**Avoid** - “Yes. No way. Awesome. Incredible. This is fantastic. I can't believe it. Yikes! Hey Ma...”

“When would you like me to start?”

“What time should I report?”

“Who should I report to?”

“Should I bring anything with me?”

### **If the manager hasn't yet made a decision:**

“Am I still a candidate for consideration?”

“Oh, I really want this job. Would consider giving me a trial period to prove myself?”

“Would it be okay if I call back on Friday?”

### **If you didn't get the job:**

“Gee, I'm sorry to hear that”.

“I'd like to thank you for your time and consideration. I learned a lot about myself , the job, and your company during our conversation”.

“If the person you have chosen for this job becomes unavailable, please call me. I'd be pleased to come in for another interview”.

# Interview Follow-Up / Thank You Letters

Following an interview, promptly (within 2 business days) write the interviewer a letter expressing appreciation and thanks for the interview. The purpose of this letter is to:

- Show appreciation for the employer's interest in you.
- Reiterate your interest in the position and in the organization.
- Review or remind the employer about your qualifications for the position. If you thought of something you forgot to mention in the interview, mention it in your follow-up / thank-you letter.
- Demonstrate that you have good manners and know to write a thank-you letter.
- Follow up with any information the employer may have asked you to provide after the interview.

## **Hard copy, handwritten or email?**

Thank-you letters can be hard copy typed, handwritten or e-mailed. Hard copies are most formal and are appropriate after an interview. Handwritten are more personal, and can be appropriate for brief notes to a variety of individuals you may have met during on on-site interview. E-mail is appropriate when that has been your means of contact with the person you want to thank, or if your contact has expressed a preference for e-mail.

## **What to do if you don't hear from the employer**

Before your interview ended, your interviewer should have informed you of the organization's follow-up procedures — from whom, by what means, and when you would hear again from the organization. If the interviewer did not tell you, and you did not ask, use your follow-up / thank-you letter to ask.

If more than a week has passed beyond the date when you were told you would hear something from the employer, call or email to politely inquire about the status of the organization's decision-making process. Someone (or something) or an unexpected circumstance may be holding up the process. A polite inquiry shows that you are still interested in the organization and may prompt the employer to get on schedule with a response. In your inquiry, mention the following: name of the person who interviewed you, time and place of the interview, position for which you are applying (if known), and ask the status of your application.



# Sample

Thank you for initial interview

400C Hunter Ridge  
Blacksburg, VA 24060  
(540) 555-1111  
boles@vt.edu

October 26, 2006

Ms. Glenna Wright  
Human Resources Manager  
Fashion Department Store  
2000 Line Drive  
Fairfax, VA 22030

Dear Ms. Wright:

I enjoyed interviewing with you during your recruiting visit to Virginia Tech on October 25. The management trainee program you outlined sounds both challenging and rewarding and I look forward to your decision concerning an on-site visit.

As mentioned during the interview, I will be graduating in December with a Bachelor's degree in Fashion Merchandising. Through my education and experience I've gained many skills, as well as an understanding of retailing concepts and dealing with the general public. I have worked seven years in the retail industry in various positions from Salesclerk to Assistant Department Manager. I think my education and work experience would complement Fashion's management trainee program.

I have enclosed a copy of my college transcript and a list of references that you requested.

Thank you again for the opportunity to interview with Fashion Department Store. The interview served to reinforce my strong interest in becoming a part of your management team. I can be reached at (540) 555-1111 or by email at boles@vt.edu should you need additional information.

Sincerely,

Marianne Boles

Enclosures

# Sample

Thank you for on-site interview

170 Roanoke Street  
Blacksburg, VA 24060  
(540) 555-6241  
JRichardson@vt.edu

March 3, 2007

Ms. Patricia Smith  
Personnel Manager  
Sheldon Computers and Electronics  
1212 Lark Lane  
Richmond, VA 23230

Dear Ms. Smith:

Thank you for the opportunity to visit with you and see your facilities last Wednesday. Both the interview and the tour made for an exciting and complete day.

I was particularly impressed with your warehousing procedures. Mr. Allen was so thorough in explaining your process to me, and I will be corresponding directly with him to express my appreciation. Incidentally, the process you use is quite similar to one I have been researching through an independent study this term. Perhaps I can share my final report with you and Mr. Allen.

The expense report you requested is enclosed.

Again, thank you for your hospitality during my visit and for all your efforts to arrange my visit. Having seen your operation, I am all the more enthused about the career opportunity that Sheldon Computers and Electronics offers. I look forward to your decision.

Sincerely,

Jan Richardson

Enclosure

# Interview Grade Sheet

You will be participating on mock interviews. Use the interview Checklist to help you evaluate each job applicant. Provide a score on each of the six categories on a scale of 1 to 5, five being the best. Afterwards, make some comments and suggestions that will help the applicant improve his/her interviewing skills.

#1 \_\_\_\_\_

Comments and/ or Suggestions: \_\_\_\_\_

Appearance \_\_\_\_\_  
Body Language \_\_\_\_\_  
Responsiveness \_\_\_\_\_  
Attitude \_\_\_\_\_  
Application/ Resume \_\_\_\_\_  
Closing the Interview \_\_\_\_\_  
**Total Points** \_\_\_\_\_

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#2 \_\_\_\_\_

Comments and/ or Suggestions: \_\_\_\_\_

Appearance \_\_\_\_\_  
Body Language \_\_\_\_\_  
Responsiveness \_\_\_\_\_  
Attitude \_\_\_\_\_  
Application/ Resume \_\_\_\_\_  
Closing the Interview \_\_\_\_\_  
**Total Points** \_\_\_\_\_

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#3 \_\_\_\_\_

Comments and/ or Suggestions: \_\_\_\_\_

Appearance \_\_\_\_\_  
Body Language \_\_\_\_\_  
Responsiveness \_\_\_\_\_  
Attitude \_\_\_\_\_  
Application/ Resume \_\_\_\_\_  
Closing the Interview \_\_\_\_\_  
**Total Points** \_\_\_\_\_

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#4 \_\_\_\_\_

Comments and/ or Suggestions: \_\_\_\_\_

Appearance \_\_\_\_\_  
Body Language \_\_\_\_\_  
Responsiveness \_\_\_\_\_  
Attitude \_\_\_\_\_  
Application/ Resume \_\_\_\_\_  
Closing the Interview \_\_\_\_\_  
**Total Points** \_\_\_\_\_

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# Grading Sheet for Class Mock Interviews

Name _____ Appearance _____ Body Language _____ Responsiveness _____ Attitude _____ Application/ Resume _____ Closing the Interview _____ <b>Total Points</b> _____	Comments and/ or Suggestions: _____ _____ _____ _____ _____ _____ _____
Name _____ Appearance _____ Body Language _____ Responsiveness _____ Attitude _____ Application/ Resume _____ Closing the Interview _____ <b>Total Points</b> _____	Comments and/ or Suggestions: _____ _____ _____ _____ _____ _____ _____
Name _____ Appearance _____ Body Language _____ Responsiveness _____ Attitude _____ Application/ Resume _____ Closing the Interview _____ <b>Total Points</b> _____	Comments and/ or Suggestions: _____ _____ _____ _____ _____ _____ _____
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