

Activity 1:

Read the following advice about the interview. Write the correct heading for each paragraph e.g., before the interview, after the interview, during the interview etc.

1. _____:

Inquire about the structure and format of the interview. Ask how many people will interview you. Also ask how much time you should plan to spend at the interview. Research the company and the position. Prepare responses to frequently asked questions. Practice your responses. Prepare questions for the interviewers. Ask questions about the company. Know the location of your interview. Bring extra copies of your resume.

2. _____:

Your goal during the warm-up part of the interview is to make a good first impression. When you first meet your interviewer smile and give a firm handshake. While answering questions you appear confident and comfortable. Show how you really want to work in this position. Listen actively and respond appropriately. Ask to repeat if you don't understand the question. This will make the interviewer reword the questions that you might understand better. Overall, Show your enthusiasm for the job.

3. _____:

Ask for next steps and contact information. Think about your interview performance. Send a a thank you note within 24 hours of the interview to the hiring manager. You might want to make follow-up calls before the decision date. That will have the greatest impact. Last but not the least, think and stay positive.