

# Getting the Job

## Tips for a Successful Interview

Job interviews can be stressful; however, with the proper planning and preparation, you can get the job. Read these tips to help you survive the interview and get a job offer!

### Before the Interview

- Research the company and prepare relevant questions. Interviewers appreciate when job candidates demonstrate interest in the company and the available position.
- Organize all paperwork, including your résumé, official transcripts, and references from previous employers.
- Plan responses to common interview questions and practice interviewing with a friend.
- Prepare for questions about your salary expectations by finding out how much employees in the position you are applying for are typically paid.

### During the Interview

- Make a good first impression by arriving on time for the interview. Make sure to dress in clean and professional attire. Finally, be polite and use the interviewer's name when speaking.
- Respond to all questions clearly. Interviewees should provide solid examples of how their previous experience relates to skills needed for the new position. Also, be sure to explain your future career goals.

### After the Interview

- Follow up immediately with a thank-you note restating your interest in the position.
- Employers may request a call-back to obtain more information.



### Get ready!

1 Before you read the passage, talk about these questions.

- 1 How do people prepare for a job interview?
- 2 What items do people bring to job interviews?

### Reading

2 Read the article from a magazine, and then mark the following statements as true (T) or false (F).

- 1 A job candidate should ask about the company during an interview.
- 2 Interviewees make a good impression by dressing professionally for the interview.
- 3 A call-back is a typical way for job candidates to follow up after an interview.

### Vocabulary

3 Complete the sentences with words or phrases from the word bank.

#### Word BANK

interview relevant followed up  
salary interviewee

- 1 Mac \_\_\_\_\_ by thanking his interviewer.
- 2 After the \_\_\_\_\_, Ms. Mills wasn't sure if Tara was right for the position.
- 3 Mr. Jones is paid a good \_\_\_\_\_.
- 4 The \_\_\_\_\_ arrived early and waited until the manager was ready.
- 5 Mr. George didn't write his height on the application because it was not \_\_\_\_\_.