

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 _____.