Locating Jobs
- Company websites
- Association websites
- Job search websites (Monster, HotJobs, CareerBuilder, Dice, etc.)
- Hidden job market (networking)
  - Friends, family, neighbors, associates
  - Join associations in your chosen industry
  - Join chambers of commerce and attend mixers
- Internships

Purpose of a Job Interview
- Find best fit for company or department
  - Resumes/applicants prescreened before interview
Common Interviews Types
- One-on-one
- Panel
- Phone
- Teleconference
- Meal
  - Avoid foods that slip, drip, or sip
  - Avoid eating with your hands
  - Avoid alcohol
- First, second, third interviews, etc.
- Informational (fact finding)

Before the Interview
Research the position and company
- Know specifics of the job
  - Salary, benefits, vacations, etc.
- Visit company website
  - Products/services, locations, etc.
- Read press releases, business reports, articles, blogs, etc.
- Check out competition

Also Before the Interview
- Clean up or remove all "digital dirt"
  - MySpace
  - Facebook
  - Websites
  - Blogs and tweets
  - Web postings
  - Other social networking sites
Interview Attire Tips
- Dress one level above job
- Avoid intimidating or offending colors and clashing patterns
- Attire will vary depending on job
- Wear appropriate shoes
- Wear natural hair color and conservative styles
- Men: Remove piercings
- Women: Remove extra piercings
- Cover tattoos with sleeves, pants, collars, make-up

Professional Interview Attire
- Acceptable attire for professional places of business and professional positions

Business Casual Interview Attire
- Acceptable attire for non-professional positions (e.g. restaurant/retail employees)
Some Interview DOs
- Be first or last if possible
- Come alone
- Do a “drive by” before interview day
- Arrive 10-15 minutes early on interview day
- Turn off cell phone
- Make a good first impression
- Shake hands firmly
- Maintain direct eye contact

More Interview DOs
- Bring copies of your resume (one for self too)
- Take notes during interview
- Explain how your expertise can help company
- Ask a question (not about salary or benefits)
- Suggestions:
  - When do you expect to make your decision?
  - How would you describe a typical day on the job?
  - What do YOU like about working here?

Even More Interview DOs
- Speak clearly and directly
- Use good grammar
- Answer all questions completely, truthfully
- Be confident, not arrogant
- Handle difficult questions honestly, tactfully
- Have a memorable closing statement
- Thank your interviewer(s)
- Write a thank you note after interview
Some Interview Don’ts

- Don’t chew gum or mints during interview
- Don’t marinate in perfume or cologne
- Don’t let make-up speak for you
- Don’t smoke before interview
- Don’t eat pungent food before interview
- Don’t arrive too early

More Interview Don’ts

- Don’t wear wrinkled clothes
- Don’t crack jokes
- Don’t ramble
- Don’t divulge personal information
  - Age, marital status, sexual orientation, family situation, political affiliation, religion, etc.

Common Interview Questions

- What are your strengths and weaknesses?
- Why should I hire you?
- What are your hobbies?
- Do you prefer working alone or in teams?
- What’s the most recent (or favorite) book you’ve read (or movie you saw)?
- Who is your hero? Why?
- What do you know about this company?
- Where do you see yourself in five years?
Summary
- Research company before interview
- Clean up "digital dirt"
- Dress appropriately
- Distribute copies of resume
- Be honest in your answers
- Handle difficult questions tactfully
- Ask at least one question
- Write a thank you note promptly

Some Additional Resources
- https://wexp.losrios.edu/
- http://www.quintcareers.com/
- http://www.bls.gov/OCO/
- http://www.metrochamber.org
- http://www.hoovers.com/free/
- http://www.napw.com/

QUESTIONS?
THANK YOU