

## CLOSING THE INTERVIEW

When it is evident that your interview with the employer is wrapping up, you want to leave making a final good impression. Let the employer know that you really want the job.

Here are some tips:

1. Asking a final question. Ask one that shows your interest in the employer's perspective. For example;

- "What do you especially like about this company?"

2. Choosing your last words

- You want the employer to choose you for the job. Restate your desire to work there.
- Thank the interviewer, using his or her name (prefaced by Mr., Mrs. or Ms.).
- Mention that you hope to get back in touch with the interviewer.

3. Out the door

- Express your gratitude.
- Shake hands.
- Smile confidently.



## GETTING THE SECOND INTERVIEW

Following your first interview, express your gratitude for the interview with a thank you note, e-mail and a phone call. Be sure not to annoy the employer by sounding desperate or pushy.

Here is some information to include at this time:

1. Your name.
2. A reminder of when you met.
3. The contribution you believe best qualifies you for the job.
4. Another point that you did not mention in the first interview that you believe would be good to mention now.
5. A "smiling" reminder that you look forward to speaking with the interviewer again.
6. Your contact information.



# Mastering That All Important

## FIRST and SECOND



# INTERVIEW



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Job interviews help you get your dream job. That is why it is extremely important to know how to handle the various aspects of that all important first (and **SECOND**) interview!



# A PREPARED CHECKLIST

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- Learn about the company or organization with whom you will interview.
- Learn more about the contacts you need for the job - for instance, people who will help you get the job (ex. co-workers, sponsors, etc.)
- Learn about the salaries and become familiar with the job description.
- Organize all information in one file.
- Plan your wardrobe for the interview. Keep it simple and business-like.
- Know two routes to the company's location. Check out the traffic flow at the time of the interview by driving to the location a few days before.
- Practice your interview questions, perhaps in front of a mirror.
- Practice your communication skills—speak clearly with a pleasant tone and at a reasonable pace.
- Make a list of other companies which interest you. If you don't get your first job choice, you still have some ideas working for you. Keep an optimistic attitude.



## BE AN ACTIVE LISTENER AND COMMUNICATOR

- Tip #1 – Pay attention
- Tip #2 – Take notes
- Tip #3 – Ask for feedback
- Tip #4 – Summarize everything that the interviewer said
- Tip #5 – Keep an open mind



### SOME COMMUNICATION TIPS IN ALL ASPECTS OF A JOB INTERVIEW

- GREET THE INTERVIEWER WITH A SMILE, FIRM HAND SHAKE, CONFIDENCE, AND EYE CONTACT
- SPEAK CLEARLY
- BE CALM AND COMPOSED
- THANK THE INTERVIEWER

### In this brochure we will explore—

1. Preparing for an interview.
2. Being an active listener.
3. Handling a difficult question.
4. Closing the interview.
5. Improving your chances for being asked back for that all important second interview.



### How to Deal with the Difficult Questions

- Don't rush to answer – take your time and then calmly answer the question.
- Don't speak quickly, hoping that the awkward moment will pass.
- Never say "I DON'T KNOW." Instead say "I'd like to think about that question. May, I get back to you later?"

