

THE DO'S & DON'TS OF THE JOB INTERVIEW

For The First-Time
Job Seeker

Monica Burns-Capers

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**FOR THE FIRST-TIME
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This booklet provides Job Interviewing Tips and Suggestions to the First-Time Job Seeker, and also to those who have been out of work and are re-entering the Workforce after a long lengthy absence.

It provides tips and suggestions on the following:

- > **Getting Dressed for The Interview**

- > **Preparing For The Interview**

- > **The Job Interview**

With these Tips and Suggestions written into a mini booklet such as this, you can take it to the Job Interview with you, to refer to as needed. This will ease your mind and soothe your nerves, so that you can land that great job!

Good Luck & Much Success!

Monica Burns-Capers

GETTING DRESSED FOR THE JOB INTERVIEW

>Always Choose A Black, Navy, Gray, or Dark Brown Suit. This displays a position of power and will assist you in feeling and being confident upon arriving to the Job Interview. It doesn't matter whether it's a pantsuit or skirt; as long as it is clean, fits you perfectly, and it's length appropriate.

>When choosing your shoes, do wear a nice heel that you can walk in easily and make sure the shoe is in good shape. Do not try to adhere to the current trends and fall on your face. Choose a heel that you can walk in without wobbling, and one that looks very professional. If in doubt, wear a nice and classy flat shoe.

>Your hairstyle should display a professional and classy appearance. Keep it conservative and professional. Do not wear crazy hair colors, out-there braids, or crazy hairstyles. When in doubt ask someone to look you over before leaving for the interview.

>If you wear nail polish, stick to neutral colors and tones such as French or American Manicures. Also light colors such as pinks and beige will work.

>If you must wear perfume, do not overdo it. A little goes a long way or none at all at a Job Interview. Nothing too over-bearing! Follow this tip also for wearing Jewelry.

>Wear minimal Make-Up. Do not wear bright red lip stick, blush and eye shadow all at one time! Keep It easy, professional looking, and not too obvious.

>All trendy of the moment wardrobe items, do not belong at a Job Interview. If you must wear a trendy item, choose something that you can mix and match with your current classic pieces.

PREPARING FOR THE JOB INTERVIEW

- >Research the company. Study it and be prepared to discuss it in the Interview, if you are asked. This will impress the Interviewer that you took the time learning about the company, and you are able to articulate what you learned in the Job Interview.

- >Purchase a nice Portfolio for keeping your Resumes, to project Professionalism and Organizational skills.

- >Take several copies of your Resume. You may be interviewed by multiple people. This shows professionalism and strong organizational skills.

- >Sit for a spell and gather your thoughts while waiting to be Interviewed. This will calm your nerves a bit and allow you to display confidence in the Interview.

- >Be nice and polite to the Receptionist or Secretary when entering the interviewing site. This is important because sometimes the Boss will ask them about your behavior. This is a way that they will get a “feel” for the type of person you might be. If you are rude to them, you will ruin your chances of getting the job. Support Staff sometimes play a big part in the hiring decisions!

- >Do Not bring your friends, family, or kids to the Job Interview with you.



THE JOB INTERVIEW

- > Upon being invited into the Interviewers office, sit only when asked and extend a hand for shaking only if the Interviewer extends their hand first.

- > Once you are invited to sit, sit upright and choose a position that's makes you feel comfortable.

- > Once the Interview begins, make eye contact frequently, but not obsessively. Do not stare the Interviewer down. Look away sometimes, but nod occasionally, so that the Interviewer will know that you are attentive to what they are saying.

- > Do not play with your clothing or fidget around in your seat. It makes you appear overly nervous. Do not allow yourself to feel intimidated. After all, they called you!

- > When asked a question, try to answer it professionally, clearly, and briefly. Do not ramble on. Don't stress yourself trying to figure out all the "right" answers to the Interviewer's questions. Answer the questions as professionally and briefly as you can.

- > When asked a question that you can't answer right away, pause for a second to avoid saying "Um." This allows you to think of an intelligent response without seeming incapable.

- > Do not ever project a holier than thou or arrogant attitude towards the Interviewer, even if you are more knowledgeable. Do play-up your experience and accomplishments in a way that suggest you'd be an excellent asset to the company.

THE JOB INTERVIEW CONTINUED

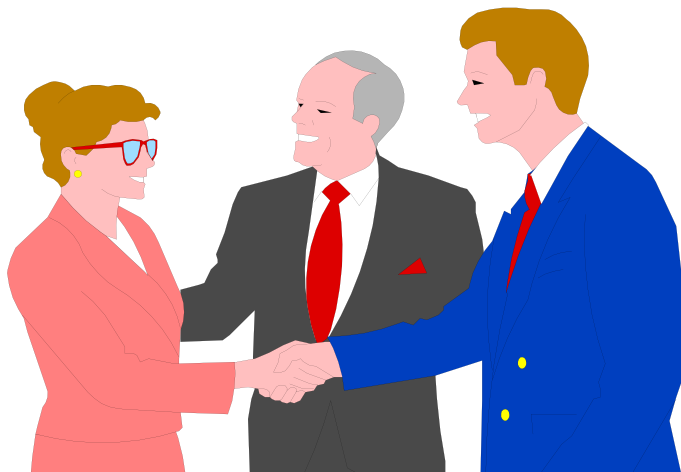
>If you are asked to tell something about yourself, describe yourself with strong action words such as: Ambitious, Loyal, Productive, and so on and so forth. Do not go on and on about your age, where you were born and raised and things of that nature. Unless of course, you are asked these particular things. Other than that, use this time to sell yourself with every strong Action Verb and Adjective that you can think of and tell the truth!

>Do not talk negatively about your previous employers. The interviewer will assume that you will do the exact same thing if you were hired and left their company. Explain how you contributed to the company and move on.

>At the end of the Job Interview, always ask questions, especially if the Interviewer didn't make something clear during their explanation of the position and the company.

>Do not talk salary until you are offered the job. Negotiate your worth.

>After the Job Interview is over, "Thank" the Interviewer for meeting with you and wish them a Good Day!



CONCLUSION

Hopefully you can take one or more of the Tips and Suggestions mentioned in this booklet and apply them towards your Job Interview. It was compiled based on previous experiences learned while going on more than 100 Job Interviews.

One thing to always remember is to never allow the Interviewer to intimidate you. Sometimes they are just as nervous as you are, but they know how to hide it. Display confidence and do your research, and you'll come out on top each time; whether you get the job or not!

Good Luck!

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About The Author

Monica Burns-Capers is an Expert Author, Freelance Writer, and Self-Development Consultant. She is President and Founder of *Monica MiChelle Communications - A Professional Writing & Self-Development Firm*. She is an Expert in her field with over fifteen (15) years of experience, and has authored several eBooks, Children eBooks, eSpecial Reports, and other Reading Informational Materials. Monica Burns-Capers Has Also Written For Several Nationally Published Publications and Popular Websites. She is a Regular Featured Expert Author and Writer on many Websites - Most Recently A Featured Writer On The New Dove Campaign For Real Beauty Website.

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