

JOB INTERVIEW SKILLS

#1 DRESS FOR SUCCESS: first impressions are very important in a job search.

- a. A nice **smile** is a lasting impression. Make **eye contact** with prospective employer. This is a huge factor for interviews. It imparts honesty and eagerness.
- b. No facial pierces or visible tattoos. Most businesses have a dress code.
- c. Clean hair and no hats.
- d. Clothing free of holes and freshly laundered. Skirts for ladies at a moderate length. Ladies, no excessive cleavage and or midriff showing. No baggy pants with underwear showing. A dress shirt or collared shirt for men. Shoes, clean and appropriate for clothing.
- e. **NO CELL PHONES!!!! NO TEXTING OR RECEIVING OF CALLS!!!!**
Remember you are trying to get the job and they will not be allowed in use on the job. You will survive without it!!

#2 ARTICULATE

- a. Make sure that speak audibly and use complete sentences and good verbage.
- b. Avoid the words, ðlikeö, ðwhateverö, they are noted as being annoying words to hear.
- c. If you need to pause to think of your answer, do not fill the space with ðuhö, mmmh, No words, are better than unintelligent words.
- d. Show your personality and enthusiasm while at a job interview.
- e. Ask pertinent questions about the job and the opportunities available.

#3 REFERENCES

- a. Make sure to have a list of references. If you have never had a job, use references from church, clubs, or a community source.
- b. Join clubs at school, be active in sports, employers consider it an asset to be able to juggle, school (with good grades), sports and club activities.

The lack of experience is not always a detriment to a job placement. I once had a employer comment to me after hearing I had no experience in a particular skill for the job that ðgood, you won't have any bad habits we will have to break.ö