

# How to do **WELL** in your interview

**ALWAYS** shower before your interview!



**ALWAYS** wear Deodorant  
(If you don't have any ask your  
Employment Specialist!)



**ALWAYS** wear CLEAN clothes that smell **GOOD**



**ALWAYS COMB YOUR HAIR:**



**WOMEN:** Keep your hair out of your face and comb it so it looks nice and neat



**MEN:** Keep your hair out of your face and comb it so it looks nice and neat

**DO NOT** forget to **BRUSH YOUR TEETH**



If you do not have a **TOOTHBRUSH** and **TOOTHPASTE** ask your case manager to help you to get them.

# What to WEAR for your interview:

<b>WOMEN</b>		<b>MEN</b>
	Or 	 White Shirt (Tuck shirt in pants)
 <b>WOMEN</b>	 <b>MEN</b>	<b>DO NOT</b> wear your winter coat or jacket in the interview 
<b>DO WEAR</b> 	<b>DO NOT WEAR</b>	
 <b>Closed Shoes</b>	 <b>Open Shoes</b>	

## DO NOT wear facial jewelry or piercings



Women

It is ok to wear earrings but **NO** other facial Jewelry



Men

**NO** earrings in the interview



**NO**

**YES**

Women

If you wear a hijab wear a short one



Men

**Don't** wear a hat in the interview

# What to DO in your interview

Sit up tall!	Smile
 <p>Sit up straight and tall</p>	 <p>Smile and look employer in the EYES!</p>

**Always**

Shake employers hand at the **BEGINNING** and **END** of your interview



 **SPEAK LOUD AND CLEAR!** 

You **MUST** always speak loud and clear in an interview

It is o.k. that you may have a strong accent-Don't let this make you speak quietly!

It is o.k. that you may not know some of the words; speak the words that you do know clearly!



**IF YOU DON'T UNDERSTAND A QUESTION**



Tell the Employer, "I don't understand, can you please repeat the question"





**SHOW ENERGY, ENTHUSIASM AND A POSITIVE ATTITUDE!!**

**REMEMBER:** The things that you SAY, the way you ACT, the way you DRESS, your SKILLS and EXPERIENCE are the reason employers will hire you. You MUST show them that you are a good person for THIS job! You must show them that you want the job! You must be prepared, PAY ATTENTION and LISTEN CLOSELY.

## What to SAY in your interview

**QUESTION:** Hi, how are you doing today?

➔ **GOOD ANSWER:** I'm doing well how are you?

**QUESTION:** Tell me about yourself

➔ **GOOD ANSWER:** Tell the employer your **name**, where you are **from**, that you are a **hard worker** and what kind of **work experience** you have and **how long** you worked there. **Then tell the employer that you are a quick learner and are available to start work immediately.**

**Example,** "my name is Mohammed and I'm from Iraq, I am used to hard work I worked with the US Army for 3years in the warehouse. I learn quickly and I can start work immediately."

➔ **I'm a hard worker and I'm available to start work immediately**



**DO NOT:**

Do not say you are married or that you have children

Do not say how many brothers or sisters you have

Do not say "my name is \_\_\_\_\_ and I need a job"

**QUESTION:** Why are you applying for this job?

➔ **GOOD ANSWER:**

➔ Because this is a good company and I want to work for a good company

➔ My goal is to find a stable job so that I can become self sufficient

➔ This is a fast paced job and I like fast paced work



**DO NOT:**

Do not say because you need a job  
Do not say because you need money  
Do not say you don't know

**QUESTION:**

What is your availability?  
What shift can you work?  
What hours can you work?

➡ **GOOD ANSWER:** I can work ANY shift ANY day. I can work First shift, Second shift and Third shift. I can work weekends and I can work holidays.



**DO NOT:**

Do not ask if you can work days or other specific shift  
Do not ask if you can have weekends off  
Do not say you prefer days or afternoon or evenings!  
Do not say "I go to English class in the morning"  
Do not say you want to get off early to spend time with your children, wife or husband  
Do not say you can not walk or take the bus late at night

**QUESTION:**

Are you currently in school?  
Do you go to school?  
Do you have classes?

➡ **GOOD ANSWER:** "I am attending English Class, but they will schedule around my job. I can work any hours."



**DO NOT:**

Do not say you can not start work until you are done with your English classes!!  
Do not ask if you can go to English class in the morning or any other time of day  
Do not say that you need a part-time job until you are done with English class  
Do not say the hours of this job are bad because you have English class

**QUESTION:**

What is your method of transportation?  
Do you have reliable transportation?  
How will you get to work?

➡ **GOOD ANSWER:** I take the bus, I can walk, I can ride a bike,  
➡ I will soon buy a car (*Only say this if you plan to one day buy a car*)  
➡ I will plan the bus route to make sure to be to work on time



**DO NOT:**

Do not say you don't have transportation  
Don't say you don't have money or a bus pass  
Don't say it is a long bus ride or too far for you  
Don't ask if there is a closer location

**QUESTION:** Tell me about your experience  
What kind of work have you done?

- ➔ **GOOD ANSWER:** Tell the employer the year and months of your last jobs
- ➔ **Tell them what kind of company it was.** If you were a farmer tell them what kind of farm-If you were a shopkeeper tell them what kind of shop-If you were a teacher tell them what you taught. **Example:** "I was a corn farmer for 6years, I did heavy labor, and also sales and customer service when I sold my produce at the local market."
- ➔ **TELL THEM YOU DID A GOOD JOB.**
- ➔ **Tell the employer the DUTIES in your past job that are related to this job.**  
Example: If you're applying for a laundry job tell them about your experience with heavy lifting, cleaning, organizing, and fast paced work etc...
- ➔ **If you have never worked before tell the employer about your skills and any volunteer jobs, or things you did in the refugee camp. Example:** "I cleaned the refugee camp, assisted with food distribution and did childcare in my home for three years while attending school."



**DO NOT:**

Do not only say the job title  
Do not forget to tell the employer what your duties were in your last job  
Do not say you don't have experience

**QUESTION:** Why did you leave your last job(s)?

- ➔ **GOOD ANSWER:** Because had to move to another country-I left on good terms and I did a good job



**DO NOT:**

Do not say you didn't like the job  
Do not say the job was too hard

**QUESTION:** What are your strengths?

- ➔ **GOOD ANSWER:**
- ➔ I am used to hard work
- ➔ I like working with people
- ➔ I can do physical work
- ➔ I am reliable



**DO NOT:**

Don't say you don't know

**QUESTION:** Why should I hire you?

➔ **GOOD ANSWER:**

- ➔ Because I'm reliable and I will be at work every day and I will be on time
- ➔ Because this job matches my skills and experience
- ➔ Because I am a fast learner and I have a good attitude

**QUESTION:** What is your weakness?

- ➔ **GOOD ANSWER:** I am a good worker, but this is my first job in America so I am still learning.
- ➔ My English is not perfect, but I am learning quickly



**DO NOT:**

Don't say you don't have any weaknesses  
Don't say you don't know  
Don't say you don't like heavy lifting or bad smells  
Don't say you get angry easily

**QUESTION:** What are your skills?

- ➔ **GOOD ANSWER:** Tell the employer what you know how to do!
- ➔ **Example:** Cooking, Baking, Farming, Housekeeping, Cleaning, Computer Skills, Mathematical Skills, Organizing, Teaching, Working with children, Customer Service, Team-work, Physical Labor, Management, Medical



**DO NOT:**

**DO NOT FORGET** to talk about computer skills, math skills, teaching skills, your education, food production, cooking skills, farming skills, or any other skills you have!!

**QUESTION:**

What are your salary requirements?  
What are your salary expectations?

- ➔ **GOOD ANSWER:** I am flexible
- ➔ The company rate



**DO NOT:**

Don't ask for a specific pay!!  
Don't say \$10.00 or \$15.00 or any other amount  
Don't say more than minimum wage  
**DO NOT** try and bargain for a higher pay rate (In America this is a bad sign to your employer)

## **AT THE END OF YOUR INTERVIEW:**

- ➡ **Thank the employer for their time and the opportunity**
- ➡ **Tell the employer that you want this job**
- ➡ **Tell the employer you look forward to hearing from them**

**Shake hands and smile!**

## **IF YOU ARE NOT HIRED**

- **If you don't get the job don't give up! You will find a job if you try hard enough**
- **There are many good people applying for jobs, you MUST do your best to stand out.**
- **Do EVERYTHING you can to get better at English and Interviewing!**
- **Don't be sad or angry just try harder!**

**PRACTICE INTERVIEWING WITH YOUR FAMILY  
AND FRIENDS!!**