
INTERVIEWING FOR SENIORS

I. Introduction

- A. Preparing for the interview
 - Research the company
 - Know where the company is; route to get there
 - Re-read ad, any materials sent
- B. Appearance
 - Prepare interview outfit in advance
- C. Basic questions
 - Prepare answers to basic questions
 - Make sure you have some questions to ask of your interviewer, based on your research

II. Interview day

- A. Appearance & demeanor
 - Accessories to a minimum
 - Clothes are clean, unwrinkled, appropriate
 - Good grooming
- B. What to take with you
- C. Arrival & the interview
 - Be early
 - Polite & friendly to all you encounter
 - Body language
 - Alert & engaged
- D. Your Questions
 - Your research pays off with good questions
- E. Post-interview
 - Thank you's sent

III. 21st Century Skills

- A. Applying on-line
 - Reference position (scholarship) in subject line of email
 - Attachments sent as pdf documents
- B. Sending your resume electronically
 - Proofread everything!! Spell check everything!! Have someone else look at it too!
Then print it out and do it again
 - mis-spelled words actually spell "L-A-Z-Y"
- C. Your "on-line" presence....
 - Does your FaceBook page present the image you want the world to see?

IV. Mistakes you can Avoid.....

- Use spellcheck and proof everything
- Don't be late
- Dress appropriately (conservatively)
- Turn off all technology before you go in (or leave in the car); yes, we can still hear it vibrating in your pocket / purse.....
- Be prepared with questions
- Spit out the gum
- Politeness, composure, proper speech are critical
- Don't fiddle with clothes, hair or jewelry
- Stay focused on interviewer and questions being asked
- Smile.... 😊