



7 HOW TO INTERVIEW

Tips from the Department of Labor

Interviewing is a critical part of the selection process and provides an opportunity for you to describe further your experience, education, and training. The interviewer is attempting to determine if you have the skills the position requires, and you are attempting to determine if you will accept the position if the job is offered. Both of you are trying to gain as much information as possible to make an informed decision.

BEFORE

- Research the position and organization. Familiarize yourself with the duties, responsibilities, and requirements of the position.
- Review your application and resume, and be prepared to support past accomplishments with specific information targeted toward the position requirements.
- Practice interviewing. Take the time to research and review typical interview questions to help give you a framework for your responses.
- Be flexible with scheduling and allow sufficient time for the interview.

DURING

- Plan to arrive early.
- Be prepared to summarize your experience in about 30 seconds and describe what you bring to the position.
- Listen carefully to each question asked. Answer questions as directly as possible.
- Remain positive and avoid negative comments about past employers.
- Be sure to ask any final questions about the organization or the position.

AFTER

- Provide any additional requested information as soon as possible.
- Be patient. Remember the hiring process takes time. You can follow up if you have not been contacted within the established timeframe.



ACCEPTING A JOB OFFER

According to Indeed.com

Receiving a job offer can be an exciting moment, especially if you worked really hard to get it. Here are some steps to accepting a job offer:

1. Let the employer know you received the job offer.

It's essential that you have enough time to review and understand the details of the offer so you can make a well-informed decision. In the meantime, keep the employer in the know about your decision-making time.

2. Evaluate the job offer

After receiving a job offer, review the compensation, benefits, perks, leave, and bonuses. Evaluate each perk to ensure it suits your needs. Find out if you have to complete any training, need certifications, or if an examination or test is required before you can start work.

3. Inform other potential employers

If you applied to several companies and received multiple job offers, you will have to inform them when you decide to accept an offer from another company. Write a simple email stating that you sincerely appreciate the offer, but you have accepted one at another organization.

5. Decline a job offer

If you've decided to decline a job offer, write the employer an email thanking them for the offer, informing them politely that you cannot accept.

6. Accept the Offer

Call your chosen employer to inform them that you would be happy to accept the position and make note of your start date and time.