

## Twelve Tips for a Great Interview

1. Research the Company (Review their website beforehand)
2. Prepare interview answers. Have a good answer for “tell me about yourself”
3. Practice going over your answers and asking questions
4. Smile
5. Firm Handshake
6. Sit Up Straight
7. Look them in the Eye
8. Be Positive
9. Ask Questions that show you are interested
10. Listen Well
11. Tell them you want the Job.
12. Thank them.

## Four Questions to Ask in Every Interview

1. Please describe a typical day.
2. What type of training do you have? New employees? Existing Employees?
3. What do you see as the greatest challenge in this position?
4. What do you like about working here?

## Six Answers You Need To Practice:

1. Tell me about yourself.
2. What are your strengths?
3. What are your weaknesses?
4. Why do you want this job?
5. Why should we hire you?
6. What do you know about our company?