



Interview Tips for Job Seekers

All of you have been in a position where you have had to talk with a sales person. Like it or not, the utility of the sales person is undeniable, whether for a car, a washing machine or your child's shoes. We have to get information about the product we are about to buy. What does this have to do with a job interview? An employer has to get information about the product they are about to buy: you!

You are selling yourself in the job interview. You are trying to relate to the employer your work experience, skills, character and motivation within the context of the job. You are the product selling yourself in a way that the employer leaves the interview knowing he can't "live without it."

How do you do that if you've never had selling experience, practice or training? Here are some tips:

1. Know yourself - knowledge of the "product" is how salesmen are successful.
2. Look the part - see yourself in the position and dress and behave as if you are already doing the job.
3. Know your audience - if you are knowledgeable about the employer and his/her needs, you'll know what part of your "product" to market. For instance, is the employer looking for someone who can supervise people? Talk about that part of your work history that will demonstrate you have experience with responsibility, interpersonal communications, employee evaluation, scheduling and disciplinary skills that all represent supervisory functions.
4. Know what kinds of questions he/she will ask and prepare an answer. We have lots of experience in helping you prepare for the most commonly asked questions in interviews. We also have a large number of resource books for you to borrow and take home to help you.
5. Prepare and practice
6. Practice
7. Practice

Members of the WIOA Title I staff stand ready to practice with you before a scheduled interview, or to help you get a better idea of how to perform in an interview. Call for an appointment, (410) 822-1716, or visit us at the American Job Center!

Go to www.UpperShoreJobCenters.com for directions to your American Job Center and *like us on Facebook!* [USJobCenters](#)