



Gail Borden

Public Library
District

270 North Grove Ave.
Elgin, Illinois 60120
847-742-2411
www.gailborden.info

information

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Gail Borden Public Library District

Interviewing

Be Ready to Show Off Your Employability Skills!

1. Make a list of complex projects you handled in past jobs and be prepared to discuss the details. Keep in mind what employability skills you are trying to show off.
2. During the interview, show a willingness to handle all kinds of responsibilities, not just a select one or two.
3. Demonstrate genuine enthusiasm in the company and how you can be a part of it.
4. Practice!

http://hotjobs.yahoo.com/interview/Showing_Off_Your_Soft_Skills__20021115-1554.html?subtopic=Presenting+Yourself

Company Research

Use ReferenceUSA, the company's website, and newspapers to look for recent information such as names and projects. Don't be afraid to call a company to find out more about a project or request an annual report. During the interview, if you can demonstrate you are aware of a specific project this will show genuine interest. Prepare questions to ask. These questions should reflect your research on the company and position and should not include questions whose answers are readily available in company literature or website. Reference USA is available in the library, or from home if you have a Gail Borden Library card.

http://www.quintcareers.com/researching_companies.html

Appropriate Dress

Select what you are going to wear several days before your interview. Be sure your clothing, hair, makeup, shoes, and portfolio are clean and neat. Be professional, comfortable, and avoid distracting colors or ill-fitting clothing.

http://www.streetdirectory.com/careers/career_advice/job_interview_tips/the_ultimate_guide_to_job_interview_preparation

Be a Communicator

To emphasize your communication skills during an interview, try some of these tips:

1. Practice describing your last job in under two minutes. Practice in front of a mirror.
2. Have a friend ask you questions that you expect to encounter in an interview. Remember to answer clearly and slowly.
3. If you do not understand a question, instead of panicking, just ask the interviewer to elaborate.
4. If you find yourself getting nervous, just take a deep breath and relax your shoulders.
5. Remember to look directly at the interviewer as you speak.
6. Try to stay away from lazy language (e.g., "gonna," "wanna").

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Thank You Note

Be sure to send a handwritten thank you note within a couple of days following your interview. Express your interest in the position and thank the interviewer for his or her time. Don't forget to ask for a business card so you know exactly where to send it.