A Successful Job Interview

Pre-reading

Questions:
- What does it mean to have a successful job interview?
- Think about your past job interviews.
- How do you get ready for a job interview?

Definitions:
- Successful – doing well, having a good result
- Neat – in good order

Reading

There are many things you can do in order to have a good job interview.

Before the interview, make sure you’re clean. Take a shower. Wash your hair.
Shave your face. Brush your teeth and use a mouthwash. Comb your hair and use a deodorant. Wear clean, freshly pressed clothes. Your body and your clothes need to be neat and clean.
Bring your Social Security card with you to the interview. Bring a pen and new notebook with you to the interview. You may want to write down the manager’s name, department, and other notes about the job.
Arrive at the interview five or ten minutes early. If you are going to be late, call the employer. At the interview, shake hands with the person interviewing you.
During the interview, do not drink coffee. Do not smoke. Do not chew gum.
Answer the interview questions clearly. Tell the employer about your job experience. If you don’t have experience, tell him or her you can learn.
After the interview, thank the employer for his or her time in interviewing you. Shake hands with him or her when you leave.
**Understanding**

1. What should you do before a job interview? ________________________________
   __________________________________________________

2. What do you **not** want to do at a job interview? ________________________
   __________________________________________________

3. If your job interview is at 10:00 a.m., what time should you be there? ______
   __________________________________________________

4. What should you bring to the job interview? _____________________________
   __________________________________________________

5. What does *press* mean in this reading?
   
   a. To push against something in a firm, hard way.
   
   b. To ask for something in a strong way.
   
   c. To make flat or smooth.

**Writing**

Write about one of your past job interviews. Tell about what you did before, during, and after the interview. What would you do differently at your next job interview?

___________________________________________________ ____________________

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