

# Preparing for the Workforce



## Interview Check List



### Preparation

- Learn something about the company, including where the company is located, what the company's products or services are and how the company has grown.
- Have a specific job or jobs in mind.
- Review your qualifications for the job.
- Be prepared to answer broad questions about yourself.
- Take along your social security card and a pen. If you wear glasses, be sure to have them with you.

### Appearance

- Be well groomed.
- Be suitably dressed.
- Use makeup in good taste.

### Test

- Listen to instructions.
- Read each question thoroughly.
- Write legibly.
- Don't dwell too long on one question.

### Interview

- Be prompt.
- Introduce yourself.
- Be well-mannered.
- Be confident.
- Be enthusiastic and cooperative.
- Use proper grammar and good diction.
- Don't be afraid to ask questions.
- Don't forget to thank the interviewer for his or her time and consideration.



### Questions You May Be Asked

- What do you know about our company?
- Why do you want to work for our company?
- Why would you like this particular job?
- Why do you think you are qualified for this job?
- What school courses did you like best? Least? Why?
- What school activities interested you? Why?
- What do you think determines a person's progress in a company?
- What kind of boss do you prefer?
- Do you prefer working with others or by yourself?
- What do you expect to be doing five years from now?

### ✓ **Clothing Do's For Women**

- Do wear clothes appropriate for the job.
- Do wear clothes suited to your figure type.
- Do wear clothes that go well with your personal coloring.
- Do wear clothes that are neat and well-pressed.
- Do wear clothes you feel comfortable in.

### ⊘ **Clothing Don'ts For Women**

- Don't wear clothes that are too tight.
- Don't wear see-through fabrics.
- Don't wear plunging necklines.
- Don't wear jewelry that jangles, dangles or sparkles.
- Don't wear scuffed shoes.
- Don't wear skirts too short.
- Don't wear faddish clothes.
- Don't wear sundresses.
- Don't wear wrinkled or soiled clothes.
- Don't wear clothes in need of repair.
- Don't wear a coat shorter than your dress unless it is a □ coat.
- Don't wear a skirt with a slit higher than the knee.
- Don't wear clothes that show your bra or slip.
- Don't wear front-opening wrap skirts.

### ✓ **Clothing Do's For Men**

- Do wear socks that blend with your slacks and shoes.
- Do wear socks that cover the calf.
- Do wear clothes that fit well.
- Do wear clothes that are coordinated. (If you are not sure if they coordinate in color, style, fabric and pattern, ask someone to help you).
- Do wear clothes that are pressed.
- Do wear clothes that you feel comfortable in.

### ⊘ **Clothing Don'ts For Men**

- Don't wear slacks too long or too short.
- Don't wear clothes that are soiled or need repair.
- Don't wear loud, flashy clothes.
- Don't wear a tie that is too short or too long. (The tip of the tie should end near the center of the belt buckle).
- Don't wear clip-on ties; they are seldom the right length.
- Don't wear shoes that are not shined or have run-down heels.
- Don't wear too many patterns. (It is difficult to coordinate several patterns in one outfit).
- Don't wear neck chains unless you know they are accepted by the firm.

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