

THROUGH THE INTERVIEWER'S EYES

There is much advice about how to have a successful interview. But in your preparations, perhaps you should stop and think about the interviewer's perspective. What does the interviewer see when you walk through the door?

Are you:

Neat or sloppy?

Smiling or scowling?

Courteous or disrespectful?

Positive or negative?

Making eye contact or looking at the floor?

What is the interviewer thinking?

He/she is thinking...

"I want to hire the right person."

"Will this candidate work well with my other staff?"

"Will this candidate represent my company well?"

"I'm nervous! I've never been trained to do this!"

"What if I make a mistake?"

Hiring you – or anyone – is a big risk for the employer. The business will invest time and resources in hiring and training you. So this is a big deal for them too.

What does the interviewer want out of the interview?

He/she wants:

To know without a doubt that you can do the job.

To feel good about taking the risk of hiring you.

To be inspired about the benefits you will bring to the company.

To be reasonably sure that you are committed to staying with the company long-term.

FIRST IMPRESSIONS SAY A LOT

DO:

- Dress neatly – tuck in shirts, belt pants that are loose, etc.
- Strike up friendly conversations with other workers.

DON'T:

- Wear too much make-up or perfume.
- Wear anything with product advertisements or sayings on it.
- Give anyone the cold shoulder. The secretary will always report your attitude and behavior back to the interviewer.

YOU CAN HELP THE INTERVIEWER FEEL AT EASE BY THE FOLLOWING:

DO:

- Offer information that is relevant to the job and your capabilities to do the job. This will help keep the interviewer – and the interview – on focus.
- List your skills and how you applied them in a previous position. This way the interviewer knows you can do what you say you can do.

DON'T:

- Give any personal information that isn't relevant to the job: marital status, religious affiliation, sexual orientation, family size.
- Talk badly about previous employers.

CONTACT

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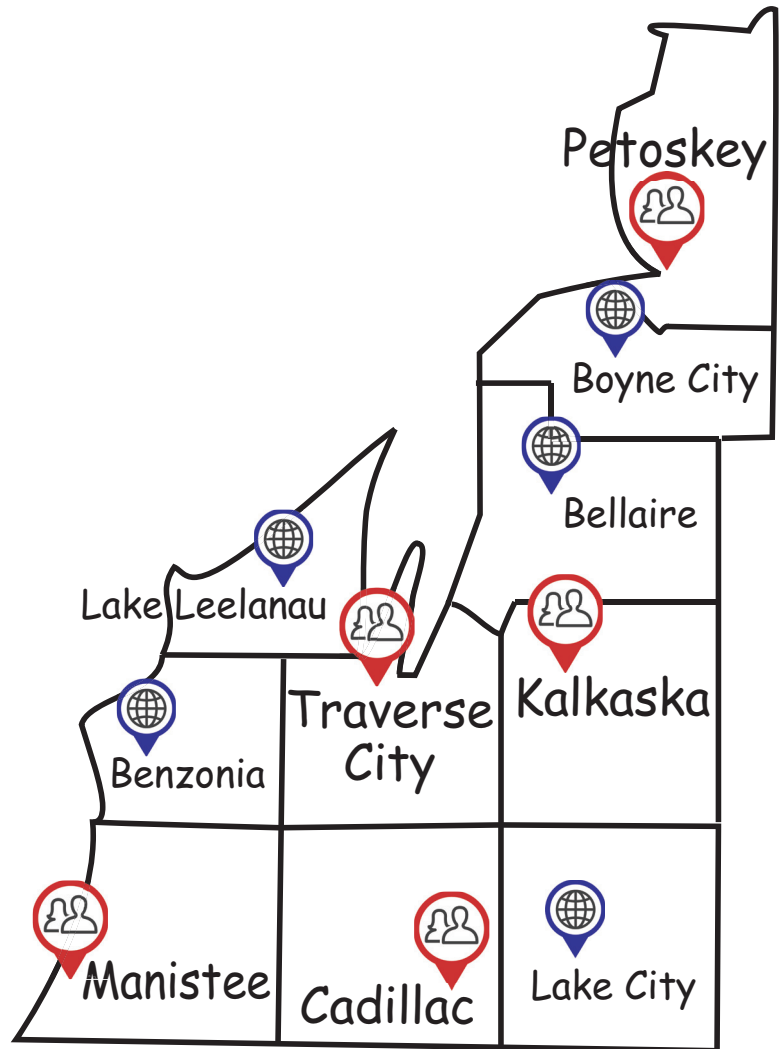
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