



University of Phoenix®

# Interview guide

Preparing for a successful job interview

Job interviews are a two-way street: The employer wants to see if you're a good candidate for the role, and you're

There are multiple factors to a successful interview, and

## In this guide...

YOU'LL LEARN THE FIVE COMPONENTS OF A JOB INTERVIEW

- 1** Pre-interview prep
- 2** Common questions
- 3** Behavioral questions
- 4**

# 1

## Pre-interview prep

DETERMINING WHO, WHAT, WHEN AND WEAR

Avoid feeling frazzled by breaking down your interview prep into four groups:

Who / *Research the company*

Find out more about the company's history and jot down talking points about their mission statement and any



What / *Items to bring along*

Pack a bag the evening before your interview with at least three copies of your resumé, a list of professional references,



When / *Plan on being early*

Build in time before you arrive for parking, check-in

to 10 minutes before your scheduled interview time, as this can indicate you are serious about the position

Wear / *Dress for the job you want*

for helping you pick what to wear:

### OUTFIT DO'S

Dress slightly more professional than you would on a typical day

the night before and check

Even if it's business casual, you'll feel better knowing you

### OUTFIT DON'TS

Avoid accessories and garments that make

Swap out any garments that are too tight, low cut, itchy or

Try not to mix too many colors and patterns; you want the interviewer to focus on your

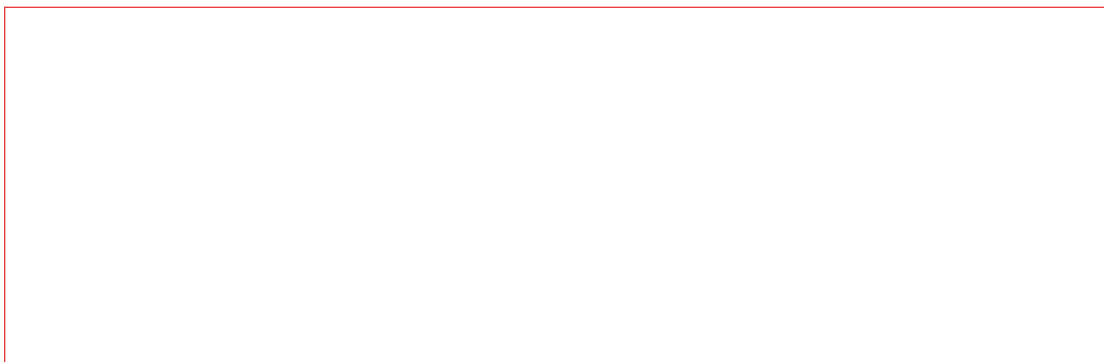




# 4

# Tough question techniques

HOW TO DEFUSE THE ELEMENT OF SURPRISE

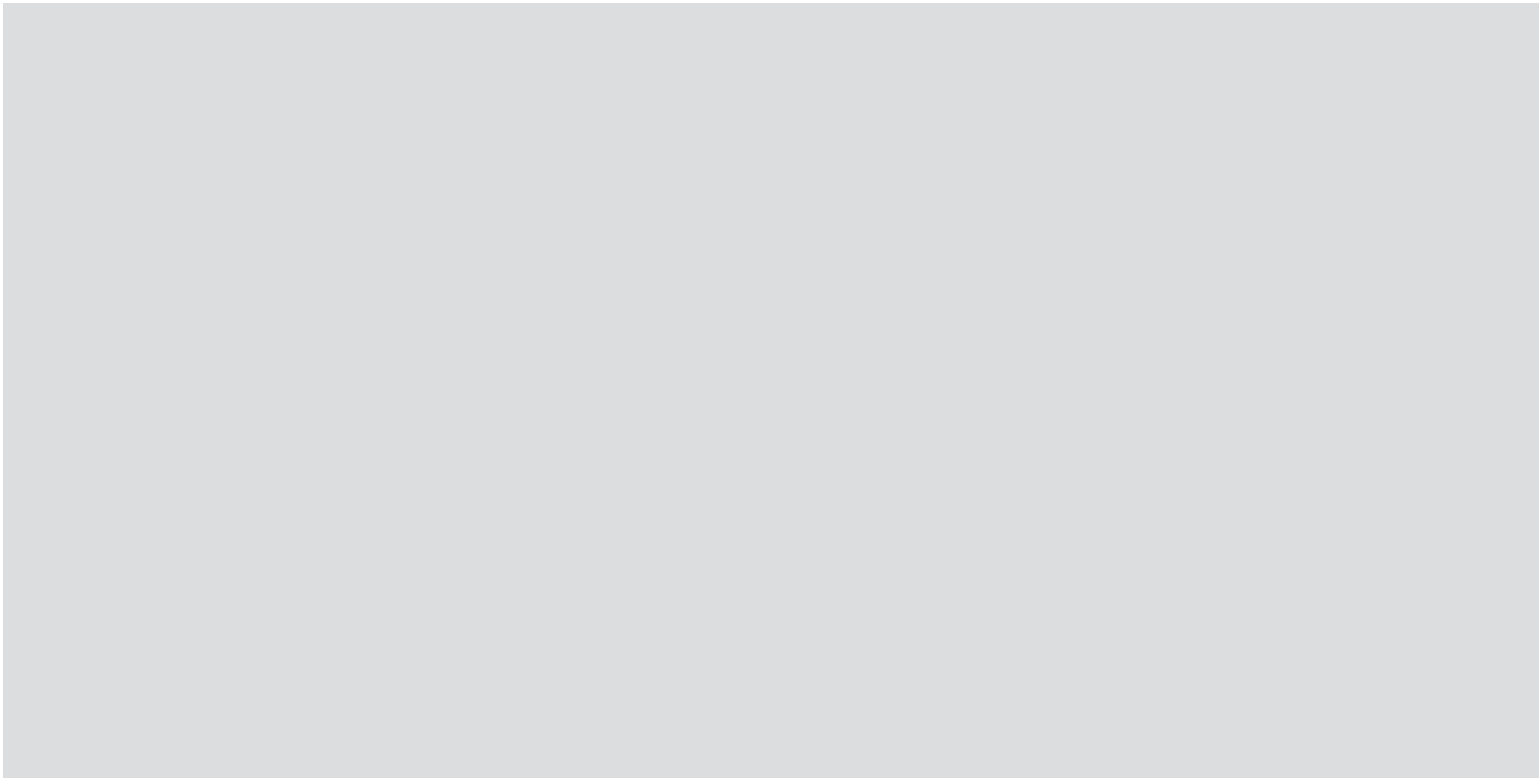


# 5 Post-interview procedures



RESOURCES

## NONVERBAL CUES





## ILLEGAL INTERVIEW QUESTIONS

Subjects that are off-limits

to answer:

- Do you have any disabilities?
- 
- 
- Do you have kids?
- What's your military discharge status?
- What religion do you practice?
-