

Keys To A Successful Interview

employer's phone number). Your teacher can help you to write up this script.

2. Arrive 10 to 15 minutes early for your interview.
3. When meeting your employer, start with a greeting, your name, and a hand shake.
4. Dress appropriately for the situation. You have information about this on your placement record. If you are unsure, ask your teacher. It is better to be dressed more formally than required than it is to be dressed too casually.
5. Do your best to anticipate the kinds of questions that will be asked. For the most part, employers use the questions that we give them. Practice your answers to these questions. Some employers might not use the questions we give them, so you will want to do some research on the kinds of questions that might be asked. You can check the following websites for sample questions:
 - a. http://www.quintcareers.com/interview_questions.html

11. If you do not know the answer to a question, tell the truth. You can use a situation like this as an opportunity to explain your willingness to learn about something new. If you did not hear or understand the question, ask for it to be repeated or explained further. It is wiser to ask for clarification than to answer inappropriately or wrong. Sometimes, if the question phrased differently, you will understand it better.
12. Read the evaluation that your employer is going to use to describe how well you did during the interview. If you know how you will be evaluated, you will be able to do well at the interview.
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