

# Interviewing Tips



Let us guide you through the interviewing process

## Helpful Interviewing Techniques:

- **Do your homework – on the company.**  
Find out as much about the company, its history, its current situation and its future as you can. Sources: the Internet and the library—for periodicals and trade journals, articles, annual reports—friends and CareerCenter consultants. Be prepared to ask good questions about the company and its direction.
- **Do your homework – on the position.**  
Have a thorough understanding of the position, its key duties, primary responsibilities and their expectations. Be prepared to ask good questions: Who has been successful and why? Who has failed and why? To whom does the position report? Who does the position supervise? What are the goals of the position in the first six months; in the first year?
- **Do your homework – on yourself.**  
Review your career history thoroughly. Review dates, positions, duties, responsibilities and accomplishments. Know your strengths and weaknesses. Be prepared to cite specific examples of accomplishments and how your specific positions have prepared you for the job.

## Tips to Remember:

- Arrive ten minutes early to the interview, unless otherwise instructed.
- Fill out all applications neatly and completely.
- Greet the interviewer by his/her surname with a smile and offer a firm handshake.
- Wait to be seated.
- Do not smoke or chew gum.
- Do not answer questions with a simple “yes” or “no”. Sell yourself with examples to paint a clear picture of where, when, how, what and why you did it, but do not ramble.
- Stress your achievements and accomplishments.
- Do not make derogatory remarks about previous or present employers.
- Do not concern yourself with salary, commission, bonuses or vacation at the initial interview.
- Tell the employer what you are going to do for them, NOT what they can do for you.
- Always represent yourself honestly.

For more information contact:

### Maine CareerCenters



[www.mainecareercenter.gov](http://www.mainecareercenter.gov)



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