



## *Seven Phases of an Interview*

And how to succeed in all of them!



# *What does the employer Expect?*

## ◆ First Impressions

- Personal Appearance and Grooming
- Manner and Social Skills
- Paperwork
  - application
  - resume
  - portfolio - DIGITAL is best.



## *What does the employer expect?*

- ◆ Dependability & other Personality Traits
  - Will you come in on time?
  - Can you be trusted?
  - Will you get things done on deadline?
  - Do you get along well with others?
  - Are you hard working?



## *What does the employer expect?*

- ◆ Skills, Experience and Training

- Do you have enough experience to do the job?
- Do you have needed education and training?
- Interests and hobbies related to the job?
- Other life experiences related to the job?
- Record of Achievement in school, work, activities
- Ability to do the job if given the chance??



# *THE SEVEN PHASES*



## *PHASE 1 - Before you go*

- ◆ Dressing and Grooming
  - NO JEANS
  - BE CONSERVATIVE
  - ATTENTION TO DETAIL
  - CONSERVATIVE JEWELRY & COLOGNE
  - PICK OUT CLOTHING AHEAD OF TIME
  - ASK FOR ADVICE FROM FAMILY & FRIENDS

# *What NOT to wear*

NO Piercings

NO Tattoos

No tight fitting clothing or trendy clothing

Hair should be conservative





*What's  
Wrong  
with  
this  
outfit?*





# *GOOD outfits for FORMAL interview*



*Good outfit for more CASUAL  
work setting*





## *PHASE 1 - Before you go*

- ◆ Research your Employer
  - The organization
  - The interviewer
  - The position



## *PHASE 1- Before you go*

- ◆ Other things that impress
  - Get there early
  - Be polite and friendly to the RECEPTIONIST
  - Don't worry if interviewer is late - after 20 minutes ask to reschedule