



PREPARE FOR A JOB INTERVIEW

- Confirm the date, time, location, and your point of contact
 - Set a reminder / alert and review directions
 - Find out how many people will be interviewing you
- **Prepare** and **Practice** common interview questions, such as:
 - Tell me about yourself? Practice your elevator speech!
 - What are your strengths / weaknesses?
 - Tell me about a time you had to deal with a difficult customer/co-worker/supervisor?
 - Tell me about a time you went above and beyond the call of duty?
 - Why are you leaving, or why did you leave, your last job?
 - Why should we hire you?
- Research the company!
 - What products or services do they provide?
 - Who are the customers they serve?
 - What skills and experience are essential for the role?
 - What possible challenges do they face? How can you help to be a solution?
- Review the job posting in detail and be prepared to discuss how your experience aligns with the role (education/certifications, skills, professional experience). Provide examples of your work.
- Answer questions using the **STAR** (Situation, Task, Action, Result) or **CAR** (Challenge, Action, Result) methods
- Have copies of your resume, a notebook (portfolio) and a pen to take notes
- Plan your interview attire, and a backup, in advance - dress for success!
- Plan your route in advance and be prepared to arrive early
- For virtual interviews - test out technology in advance (audio / visual / virtual backgrounds)
- Make a good first impression - greet everyone with respect and make good eye contact
- Be confident in yourself and your skills and abilities
- Close on a positive note - revisit questions as needed, recap your strengths and value-added qualities
- If possible, obtain the name(s) and business card(s) of interviewers – send a thank you email / letter
- Ask the interview(s) the best way to follow-up

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