

Job Interview Overview

Interviewers expect a candidate for employment to be able to review their work history in detail. Be prepared to tell the interviewer the names of the companies you worked for, your job title, your starting and ending dates of employment, how much you earned and what your job entailed. You'd be surprised how many job applicants fumble when asked about prior employment. Don't be one of them!

Refresh your memory prior to the interview by reviewing your resume, so you can speak about your prior work history in detail and accurately. If you don't have a resume, make sure what you tell the interviewer matches what you filled out on your job application. The best way to prepare is to download a sample job application ahead of time. Complete the sample application and bring it with you when you are applying for employment. This way you will be able to copy the information rather than having to remember dates and other employment information.

You can receive a statement of your employment history from Social Security by completing a "Request for Social Security Earnings Information" form. You will receive detailed information about your work history including employment dates, employer names and addresses, and earnings. The Social Security Administration charges a small fee for detailed information based on the length of time for which you would like to receive records.

PREPARING FOR AN INTERVIEW

- Do some research on the business before the interview.
- Practice interviewing.
- Go alone. Do not take children or friends.
- Greet the employer with a handshake.
- Make frequent eye contact.
- Smile, be polite, and try to relax.
- Listen carefully to the questions asked. Ask the interviewer to restate a question if you are confused.
- Answer questions as directly as possible.
- Be upbeat and make positive statements.
- If you've worked before, talk about what you learned from it.

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