Secrets to a Successful Job Interview

Dress appropriately; dress conservatively
- Two or three piece business suit, gray or blue is best
- Conservative long sleeve shirt/blouse, white or light color
- Look clean, neatly groomed hair and nails, fresh breath, and minimal cologne or perfume
- Briefcase or portfolio, if available
- No gum, candy, or cigarettes
- No visible body piercing

Be well rested; get a good night’s sleep
Be alert, make a conscious effort to put your best foot forward

Do some research on the company and the job before the interview
- Know what the company does, have an idea of their goals and policies, try to acquire information about the company’s recent events
- Visit your local library for information
- Check the Internet, if they have a web site, visit it. Conduct a web search
- Read any available media articles about the company

Arrive a few minutes early
Know where the interview is being conducted. Be punctual. It shows the interviewer you are a serious candidate for the job, and it shows that you’re reliable. Never arrive late for an interview.

Have your resume handy
The interviewer may not have it or may want another copy

Have a snack shortly before the interview to stop stomach grumbling

Go alone - no friends or children with you

Offer a firm hand shake when meeting the interviewer

Have references available

Actively participate in the interview; ask questions; give direct and honest answers when questioned

Be yourself, be positive, confident and courteous

Sent a thank you letter after your interview

You got the Job! NOW WHAT?

Be on time...be punctual
- Do not take off work unless absolutely necessary
- Call your supervisor if an emergency arises and you can’t make it to work
- Be ready to start the day when you arrive
- Be well rested

Schedule vacation time in advance, with your supervisor’s approval

Dress appropriately for work, adhere to company dress codes

Do your work quickly and accurately

Be a team player
Collaborate with your co-workers, make friends with your colleagues

Work ethic is critical
- When you’re at work, do your work, don’t just socialize or play
- Never cheat, steal, lie, or commit any illegal activity
- Don’t gossip about your co-workers, be trustworthy and honest
- Treat others as you want to be treated yourself

Adapt to any changes that may occur in the company

Be a good listener

Work well independently; require as little supervision as possible

Ask for what you want
Don’t be afraid to make requests of your employer, back up your requests with facts

Take advantage of constructive criticism
Review comments to improve what you do and how it’s done.

Maintain your skill levels; take advantage of education benefits
- Continue to improve your skills
- Ask your employer what educational benefits are available and use them
- Stay current with today’s technology
- A good rule to follow: the more you learn, the more you earn

Offer your assistance and volunteer for additional work when time permits
## Wage Conversions

Conversions are based on a 40 hour work week, 2,080 hours per year

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## Tips for Finding a Good Job

### Know yourself; evaluate your skills
- Analyze your abilities, and rate your school and leisure experiences

### Consider your interests
- Look at activities you enjoy doing, and apply them to an occupation

### Research the occupations that interest you
- How do they pay? What skills are needed? Is there projected growth or decline? It is important to determine if an occupation is worthy of your time and efforts.

### Use the RI Research & Economic Database (RI Red) System
- Use the Internet module to research industry & occupational data, and as a link to major job search engines. The web address is [www.dlt.ri.gov/rired](http://www.dlt.ri.gov/rired).

### Spend time searching for a job
- Spend several hours per day looking for a job. Use the Internet, help wanted ads, and network through family and friends. Attend job fairs and recruitments.

### Set up informational interviews
- Visit people who work in the field you’re interested in. Tour companies that hire that position. Talk to people who know the business.

### Visit RI’s netWORKri Career Centers
- Register with them; take advantage of the free services they provide, including:
  - Resume and cover letter writing
  - Training seminars
  - Job fairs and recruitments
  - Personal support and job counseling services
  - Access to computers, fax and copy machines, phones for job search

### Be organized
- Keep track of resumes you’ve sent, interviews you’ve gone on and any responses you’ve received. Keep good records.

### Keep a positive attitude. Be confident. Have faith in yourself.
- Employers look for people with good skills and great attitude. Try to shine.

### Rejection is part of the process
- Try not to get discouraged when you’re rejected for a potential job. Look at rejections as extensions of time until the perfect job is offered to you. Your efforts will eventually pay off.