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The Transition Center  
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Florida Independent Living Council, Inc. (FILC)  
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and Technology (FAAST)  
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Florida Coalition for the Education of Individuals  
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Collier County Office  
of Exceptional Student Services  
(239) 377-0130

<http://www.collier.k12.fl.us/Candl/ese/index/asp>



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Clearwater, FL 33760

## TIP SHEET

TEN TIPS FOR A SUCCESSFUL JOB INTERVIEW



TRANSITION, INDEPENDENT LIVING, EMPLOYMENT & SUPPORT



A Project of  
**Family Network  
on Disabilities of Florida, Inc.**

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## Ten Tips for a Successful Job Interview

It may be your very first job interview or your tenth job interview - it's okay to be nervous! Everyone gets nervous on job interviews! The good news is, it's the only time you get to share your skills, talents and all the things you're really good at with a possible employer. Here are a few tips to help you achieve a successful job interview:

1. Practice makes perfect! Ask your parents or friends to help with role modeling a job interview! Make a list of questions you think an employer may ask you and a list of questions you might ask. There are so many ways to answer each question. After you've practiced them, you'll be better prepared and confident for the job interview.
2. You should always look your best on a job interview! Your appearance is important to employers. See the "Dress for Success" tips.
3. Get to a job interview early! Don't be late! Being late tells the interviewer that you're not serious about any job if you're not even willing to make it to the first interview on time.
4. Always greet your interviewer with a smile and a hand shake! Be yourself. Your pride for who you are and what you can do will shine right through you. This goes a long way for first impressions.
5. Relax! Remind yourself that an interview is just a conversation between two or more people getting to know each other.
6. Take a moment and collect your thoughts before you answer a question. Remember to answer questions with full sentences. For example: "Yes, I can file folders in alphabetical order." "Yes, I can answer phones and take messages." Try not to answer questions with "Yeah" or "Uh-huh."
7. Don't be afraid to take some time to speak about yourself. You're not bragging, you're selling yourself to the company! You're simply letting this company know how you would be a great addition to them with your skills. However, try to stay on track with keeping your skills related to the job. Keep personal activities that are non-job related out of the conversation unless you are asked to share them.
8. Try to keep eye contact with the interviewer. It may seem difficult, but it tells the interviewer you're interested in what they are saying and that you respect them.
9. Remember that you can ask questions, too! At the end of the interview, you may be asked if you have any questions. Remember this interview is not just about whether or not this company wants to hire you; it's also about whether or not you wish to work for this company. Important questions to ask may include:
  - What salary are you offering?
  - How many hours or days a week will I be working?
  - Do I have an opportunity to be promoted?
  - Do you raise salaries annually or based on merit/job performance?
  - What is your vacation/benefits package? Does it include health insurance, life insurance, short or long term disability or 401K programs?

*This is also the best time to explain and request any special accommodations needed, time off, or anything important that may need to be in place before you begin working.*
10. Follow up with a courtesy call. A day or two after the interview, it's a good idea to send a note thanking the interviewer for the opportunity to meet with them. This sends a powerful message to the employers. It shows them dedication.