

I Got The Interview – Now What?

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Out of a stack of who knows how many résumés, yours was chosen as a potential fit for the job. You received the call. You remained calm while scheduling the date and time, and then did a little happy dance after you hung up. You know you are a good fit for the job. All you have to do is tell them why. Simple, right? But what will they ask? How should you respond? How should you dress? Job interviews involve a number of different choices, each sending a different message to the employer. Luckily, [Career Connector](#) – an online job search resource – is here with tips and information to help you enter the interview room prepared to impress.

When I was a Career Coach at the East Athens Career Center, interviews was the topic that seemed to stress job seekers the most. They had past interviews where they did not know how to prepare. So they entered the interview room unsure and unconfident. But a simple trick showed them how to prepare for the interview, which boosted their confidence and enthusiasm for the interview, which increased their chances for success. Several job seekers came back to tell me about their experience. So what is the trick?

The trick is that you already know what the interviewer is going to ask. No, I don't have a cheat sheet for you. The company already gave you one. It's right there in the job description. All of the qualities and experience the company needs is right there. All you need to do is go through the job description:

1. Turn the desired skills/qualifications and responsibilities statements into questions.
2. Practice how you will answer those questions.

For example, "Plan the production schedule for the build cycle" becomes "Are you familiar with or do you have experience in production scheduling?" Or, "Proficient Computer Skills" becomes "What computer systems and software are you familiar with?"

How you answer the questions will set you apart from other candidates. Simply answering that you have production scheduling experience is good, but telling a story about a time you overcame an obstacle while scheduling or how you improved scheduling procedures at your previous company is even better. For each question, try to recall an event where your actions demonstrate the answer.

Don't worry if you are unable to do this for all of the questions or even answer all of the questions. Just like with other tests, you do not need to score 100% to make the grade or get the job.

For additional tips on interviews, check out Career Connector's "Interviews" topic and "Interview Questions" article at www.careerconnector.org



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Check out Career Connector's "Interviews" section under Recommended Topics and "Interview Questions" article at careerconnector.org