

A Successful Job Interview

Pre-reading

Questions:

- What does it mean to have a successful job interview?
- Think about your past job interviews.
- How do you get ready for a job interview?

Definitions:

- Successful – doing well, having a good result
- Neat – in good order



Reading

There are many things you can do in order to have a good job interview.

15 Before the interview, make sure you're clean. Take a shower. Wash your hair.

28 Shave your face. Brush your teeth and use a mouthwash. Comb your hair and use a
44 deodorant. Wear clean, freshly **pressed** clothes. Your body and your clothes need to
57 be neat and clean.

61 Bring your Social Security card with you to the interview. Bring a pen and
75 new notebook with you to the interview. You may want to write down the
89 manager's name, department, and other notes about the job.

98 Arrive at the interview five or ten minutes early. If you are going to be late,
114 call the employer. At the interview, shake hands with the person interviewing you.

127 During the interview, do not drink coffee. Do not smoke. Do not chew gum.

141 Answer the interview questions clearly. Tell the employer about your job
152 experience. If you don't have experience, tell him or her you can learn.

165 After the interview, thank the employer for his or her time in interviewing
178 you. Shake hands with him or her when you leave.

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Understanding

1. What should you do before a job interview? _____

2. What do you **not** want to do at a job interview? _____

3. If your job interview is at 10:00 a.m., what time should you be there? _____

4. What should you bring to the job interview? _____

5. What does **press** mean in this reading?
 - a. To push against something in a firm, hard way.
 - b. To ask for something in a strong way.
 - c. To make flat or smooth.

Writing

Write about one of your past job interviews. Tell about what you did before, during, and after the interview. What would you do differently at your next job interview?
