

Tips for a Successful Interview

Reading

There are many different ways to have a successful interview! There are also many different factors that will affect your interview. You should consider many different factors about the job. For example: Is this your first job? Is this your first job in the U.S.? Are you applying for an entry level position or a higher



position (manager, supervisor, etc.)? Do you feel confident in your English abilities? Job interviews can make everyone feel nervous. Even if you are confident and well qualified, it is normal to feel nervous. One piece of advice is to practice common questions before your interview. Common questions include “Tell me a little about yourself,” “What experience do you have that makes you qualified?” and “Why do you want to work here specifically?”

These questions can be difficult but if you practice you will feel prepared! For example, when the interview asks “Tell me about yourself.” give them a short summary about you. Include where you are from, when you moved to Iowa City, your education background, and why this job interested you. Let’s look at an example:

My name is Clara. I am 35 years old. I did not go to college. I am applying to be a baker at Walmart. I would tell the interview this: “Thank you for meeting with me. So, my name is Clara. I am originally from Cuba, but I moved to Iowa City five months ago. I did not go to college so after high school, I began working at my family’s bakery. At the bakery, I worked early mornings and late nights. We made cakes, cookies, and bread. It was a lot of fun to work with my family and other employees. I also enjoyed interacting with the customers.”

The second piece of advice is to dress appropriately. You do not need to wear a suit or formal dress, unless that is the typical everyday uniform for the job. Wear something clean, wrinkle-free, and simple. For example, Clara should wear sneakers, a pair of jeans or pants with no holes, and a plain t-shirt with a sweater. Wear something similar to what you will wear when you get the job!

The third and last piece of advice is to be punctual. Arrive a few minutes early to your interview. It is very polite in the U.S. to arrive early. You should also

plan to be early because of unforeseen delays (traffic, an accident, etc.). Even if you arrive early, you may need to wait for the designated time to begin. So, don't arrive too early. Ten to fifteen minutes early is sufficient.

If you take these three pieces of advice, you will do so well in your next interview! Good luck!

Questions

True or False? If False, correct the statement.

1. Feeling nervous before a job interview is unusual. True / False
2. If you practice common interview questions, you will feel more prepared.
True / False
3. It is not necessary to arrive 30 minutes early. True / False
4. Wearing clean and appropriate clothing is important for a job interview.
True / False
5. You should always wear formal clothes, like a suit or a dress, to your interview. True / False
6. It is polite in the U.S. to arrive early for appointments and interviews.
True / False
7. Clara worked at her family's bakery before applying for a job at Walmart.
True / False
8. Clara did not have previous **customer service** experience. True / False
9. Clara is qualified to be a baker at Walmart because she went to college.
True / False

Free Response Questions

1. What are the 3 pieces of advice described in this reading.
2. Describe Clara's background. Do you think she should get the job at Walmart? Why or why not?
3. What are important U.S. cultural norms described in this reading that are important for job interviews?
4. How early should you arrive at an interview in the U.S.? Is this the same in your home country? Are you a punctual person in general? Describe.
5. What are important factors to consider before going to an interview? What are important factors about the job? Why are they important?

Share a story

1. When was your last job interview? What job did you apply for? What went well and what did not go well?
2. What is your dream job? Imagine you are interviewing for your dream job. Describe the scenario and what you would say.