

Interview with Christine, Job Recruiter Tape Script

Interviewer: Nice to meet you.

Christine: Nice to meet you, too

1 - What's important about filling out a job application?

Christine: Well, you want to make sure that you fill it out *completely*. You want to fill out each one of the spaces as *precisely* and *accurately* as possible. If you have an opportunity to submit your resume, you always want to attach your resume.

2 - What information should I include on a resume?

Christine: First off, name, address, telephone number, cell phone number if you have it, and email address. If you don't *capture* the recruiter and the reader in the top half of that first page, they're not going to read any further.

3 - What if you have no work experience?

Christine: If you have no work experience at all, my suggestion is to get very good at Word, Excel, Power Point, maybe Access or QuickBooks. But as soon as you have Word and Excel *under your belt*, you really are *placeable* in employment. You can do *entry-level* data entry, perhaps at a bank.

4 - What is a good way to prepare for an interview?

Christine: You want to prepare for an interview by researching the company that you have the interview with. The Internet is probably the best way to go. You get on the site - the company site. You can look up a little information about them. Each company always has a little bit of history about their company on the websites, so read that, so you are a little bit *in the know* as to what's going on with that company.

5 - What specific information should I look for about a company?

Christine: OK. Maybe when the company was *founded*, you know, what year it was *founded*, how the company is doing. I actually interviewed a young man who was wonderful, and I loved his *enthusiasm* and his *passion*, and, for that, he got hired. But he actually taught me things about the company that I didn't even know.

6 - How should I dress for an interview?

Christine: You always want to dress *in a professional manner*. You want to be *clean-shaven*; you want to wear a shirt and a tie if you're a gentleman. You don't have to wear a suit, but you do need to be *crisp* and clean, your hair out of your face, you know, your hair neat. A pair of dark pants or a skirt is also good.

7 - What questions could I ask in an interview?

Christine: You want to make sure not to bring up money. But ask questions about the company, the *culture of the company* - are you going to be working by yourself or are you going to be *working in a team environment*. A job is a lot more than a paycheck, so it's very, very important to find out the things that are important to you. An interview is really a conversation between two people.

8 - Do you have any other tips or suggestions?

Christine: Well, I always tell people to make eye contact and smile and extend their hand when they first get to an interview. Don't smoke cigarettes about an hour before you go to an interview. Take a mint, you know, so that you've got nice breath and you're not offensive in any way. I always say don't wear too much perfume or too much jewelry because sometimes jewelry makes noise and that can be *distracting* sometimes. I feel it's very important for you to have as much say as the person who's interviewing you. And so, if you've done your research on the website - hopefully you've come up with some questions about the company that are of interest to you. And you can ask those questions at that time.

9 - What do you say at the end of an interview?

Christine: The person who's interviewing you will say, "Thank you very much, but I do have other people to interview" and at that point you can stand up, thank them again for their time and say that you hope to hear from them soon.

Extra Tip

Christine: Send a *handwritten* thank you note. I personally get about 300 emails a day. If I get a handwritten little note, and it just needs to say, "Thank you so much for your time. I really enjoyed the interview. Your

company seems like a great fit for me. I'm very interested in the *position*.
Warm regards," and your name, and they will all be very *impressed* that
you've taken the time out to write a handwritten letter, and sent it off.