



University of Phoenix®

Interview guide

Preparing for a successful job interview

Job interviews are a two-way street: The employer wants to see if you're a good candidate for the role, and you're

There are multiple factors to a successful interview, and

In this guide...

YOU'LL LEARN THE FIVE COMPONENTS OF A JOB INTERVIEW

- 1** Pre-interview prep
- 2** Common questions
- 3** Behavioral questions
- 4**

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Pre-interview prep

DETERMINING WHO, WHAT, WHEN AND WEAR

Avoid feeling frazzled by breaking down your interview prep into four groups:

Who / *Research the company*

Find out more about the company's history and jot down talking points about their mission statement and any



What / *Items to bring along*

Pack a bag the evening before your interview with at least three copies of your resumé, a list of professional references,



When / *Plan on being early*

Build in time before you arrive for parking, check-in

to 10 minutes before your scheduled interview time, as this can indicate you are serious about the position

Wear / *Dress for the job you want*

for helping you pick what to wear:

OUTFIT DO'S

Dress slightly more professional than you would on a typical day

the night before and check

Even if it's business casual, you'll feel better knowing you

OUTFIT DON'TS

Avoid accessories and garments that make

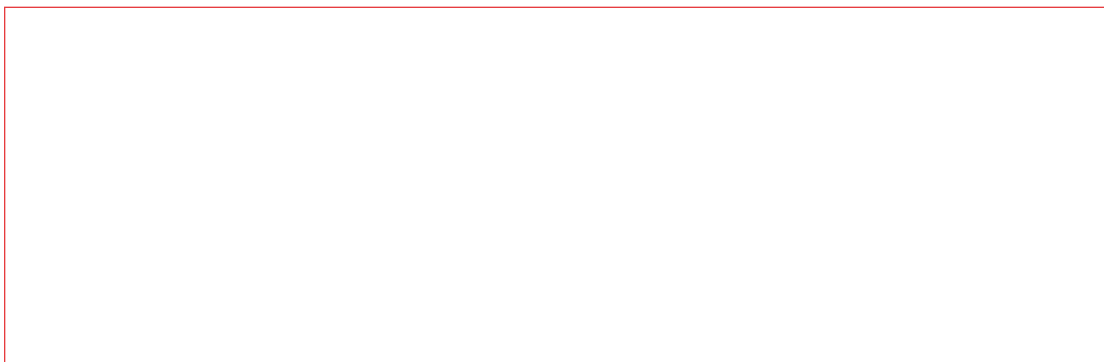
Swap out any garments that are too tight, low cut, itchy or

Try not to mix too many colors and patterns; you want the interviewer to focus on your

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Tough question techniques

HOW TO DEFUSE THE ELEMENT OF SURPRISE

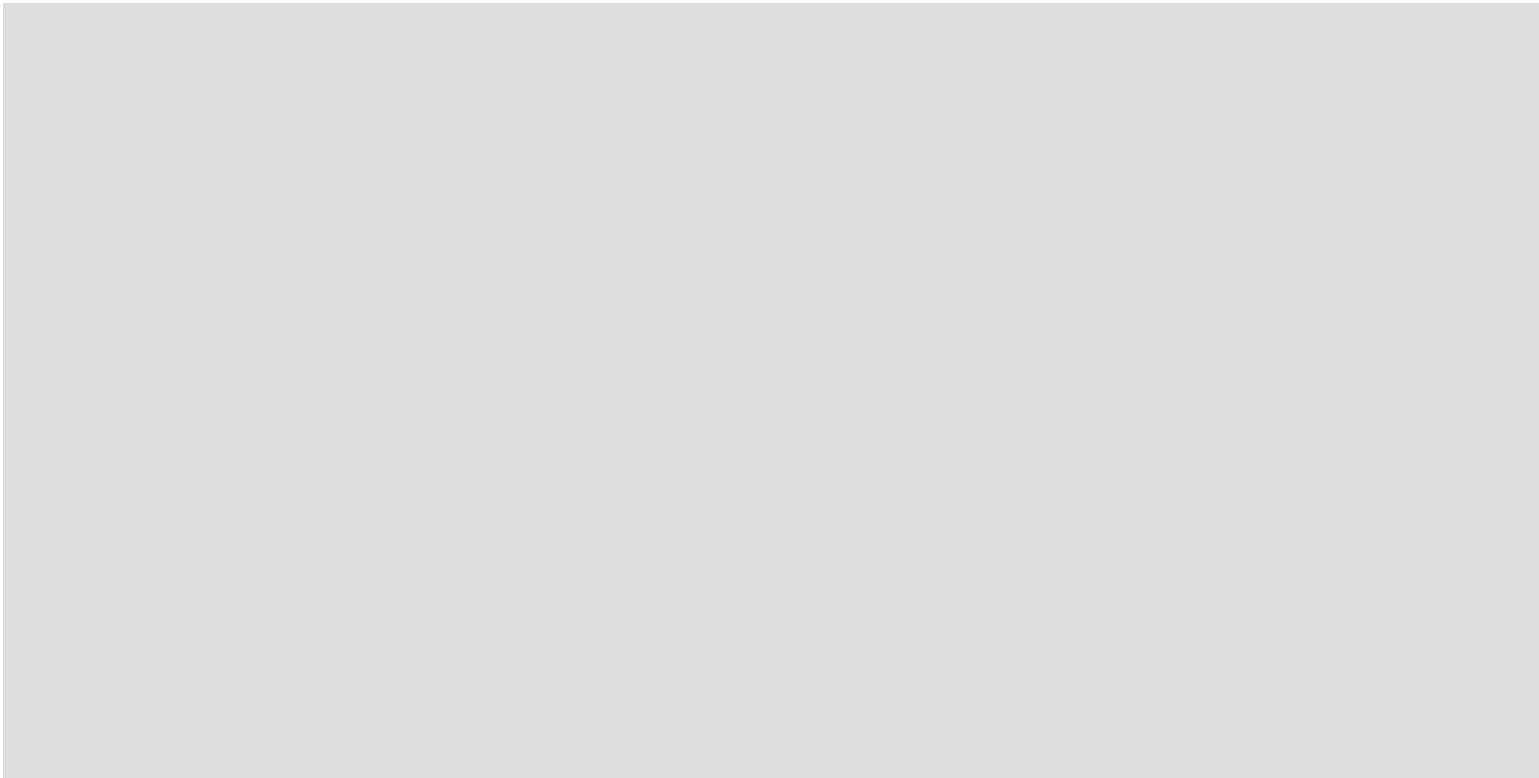


5 Post-interview procedures



RESOURCES

NONVERBAL CUES



ILLEGAL INTERVIEW QUESTIONS

Subjects that are off-limits

to answer:

- Do you have any disabilities?
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- Do you have kids?
- What's your military discharge status?
- What religion do you practice?
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