-- Free Viewer's Guide --

Best 10¼ Interview Tips

Free Viewer's Guide For:

- ○ Best 10¼ Tips For Preparing For Your First Interview……DCD831
- ● Best 10¼ Tips For People With A Not So Hot Past……DCD832
- ○ Best 10¼ Tips For Non-Verbal Communication…… DCD833

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- Non-Traditional Careers
- Non-Verbal Communication Skills
- Recession Proof Your Career
- Independent Living Skills
- Budgeting Skills
- Nutrition
- Better Nutrition
- Personal Finance
- Job Success
- Kitchen & Food Safety Skills
- Test Taking Skills
- Positive Work Habits
- Basic Job Search

… and MORE!

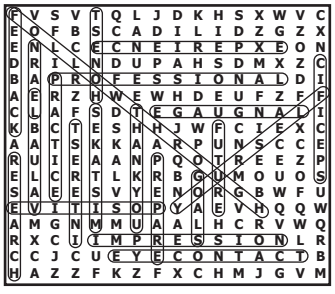
-- Answer Key --

Know The Tips

1. d
2. g
3. a
4. e
5. j
6. c
7. f
8. b
9. k
10. i

10¼. h

Crossword



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Know The Tips

Name _____

Date _____

Write the letter of the description in the blank next to its corresponding tip.

_____Tip 1: Be yourself, but be your best self

_____Tip 2: Prepare

_____Tip 3: Make a great first impression

_____Tip 4: Be Positive

_____Tip 5: Show your interest in the job

_____Tip 6: Sell yourself

_____Tip 7: Be specific

_____Tip 8: Practice!

_____Tip 9: Follow through after the interview

_____Tip 10: Be honest

_____Tip $10^{1/4}$: Ask for feedback

a. Shake hands firmly, maintain good eye contact, and be polite and professional.

b. Record yourself doing a mock interview, critique, and do it again!

c. Make yourself valuable to the company. What do you bring to the position and what can you get out of it?

d. Market your strongest qualities to a potential employer; do not emphasize your weaknesses.

e. If the employer brings up a not so hot incident from your past, demonstrate how you have learned from your mistakes.

f. Back up claims about yourself with real-life experiences. Avoid using words like “um,” “uh,” “ya know” during an interview.

g. Research the employer and the job and predict questions that might be asked of you in an interview.

h. Whether or not you get the job, ask what you did well and could have done better during the interview so you will be even more prepared for the next interview.

i. When directly asked, do not try to cover up things from your not so hot past. Lying could hurt you more than telling the truth, especially if you show how you will or have overcome your mistakes.

j. Match your experience to the job, discuss your goals, and ask for the job!

k. Always send a thank-you note with specifics from the interview, emphasizing how much you want the job.

Word Search

Name _____

Date _____

In the puzzle, find the key job search terms listed below. The words may be found upward, downward, backward, forward, or diagonal.

F	V	S	V	T	Q	L	J	D	K	H	S	X	W	V	C
E	O	F	B	S	C	A	D	I	L	I	D	Z	G	Z	X
E	N	L	C	E	C	N	E	I	R	E	P	X	E	O	N
D	R	I	L	N	D	U	P	A	H	S	D	M	X	Z	C
B	A	P	R	O	F	E	S	S	I	O	N	A	L	D	I
A	E	R	Z	H	W	E	W	H	D	E	U	F	Z	F	F
C	L	A	F	S	D	T	E	G	A	U	G	N	A	L	I
K	B	C	T	E	S	H	H	J	W	F	C	I	E	X	C
A	A	T	S	K	K	A	A	R	P	U	N	S	C	C	E
R	U	I	E	A	A	N	P	Q	O	T	R	E	E	Z	P
E	L	C	R	T	L	K	R	B	G	U	M	O	U	O	S
S	A	E	E	S	V	Y	E	N	O	R	G	B	W	F	U
E	V	I	T	I	S	O	P	Y	A	E	V	H	Q	Q	W
A	M	G	N	M	M	U	A	A	L	H	C	R	V	W	Q
R	X	C	I	I	M	P	R	E	S	S	I	O	N	L	R
C	C	J	C	U	E	Y	E	C	O	N	T	A	C	T	B
H	A	Z	Z	F	K	Z	F	X	C	H	M	J	G	V	M

EXPERIENCE
EYE CONTACT
FEEDBACK
FOLLOW THROUGH
FUTURE
GOALS
HONEST
IMPRESSION
INTEREST
LANGUAGE
LEARN
MISTAKES
POSITIVE
PRACTICE
PREPARE
PROFESSIONAL
RESEARCH
SPECIFIC
THANK YOU
VALUABLE
YOURSELF