



Quick Interview Preparation Guide

1ST Leap Workforce Consulting, LLC

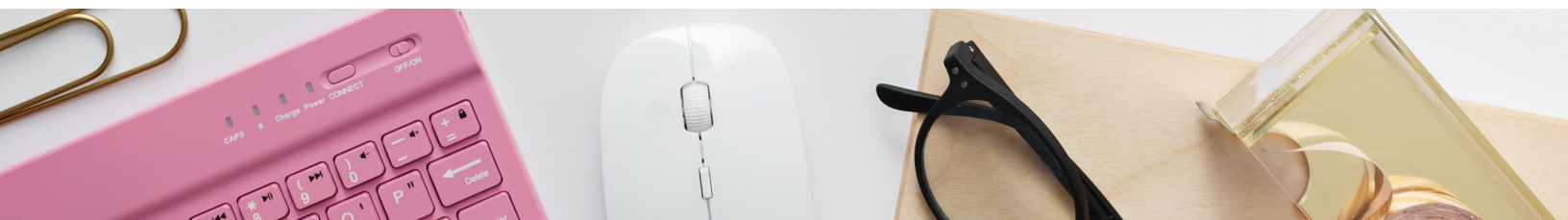
Filling Out Application Forms

Here are a few tips for help you fill out an application form:

- Try to obtain two (2) copies (one to be used as a rough copy).
- Read and follow the instructions carefully.
- Look through the form and consider each question carefully.
- Provide all information asked for.
- Use your resume to help you fill in the form.
- Use a copy of your resume can be attached to the application form.
- When a question does not apply to you, write „Not Applicable“ or “N/A.”
- Keep the rough copy for your own information.

RESEARCH, RESEARCH, RESEARCH!!

Before an interview, it is very important to learn about the organization. Some employers will ask you what you know about their business at an interview!!! Having a general knowledge about an organization will also help you to think of questions to ask at the interview. So, as you are researching, if you think of something you would like to know about the job or the organization, write it down on a list and refer back to that list before your appointment.





1ST IMPRESSIONS ARE SO IMPORTANT

- Make sure you arrive for the interview at least 15 minutes early.
- Turn off your cell phone.
- Introduce yourself and shake hands when you arrive.
- Speak clearly; don't use slang or bad English.
- Address the interviewers by their names if known.
- Your appearance is important, make sure you have - Neat, clean and conservative clothes, clean and brushed hair, clean and suitable shoes, minimal make-up and jewelry.
- Ladies, if your nails are painted, make sure the polish is fresh and a conservative color– no chipped polish.
- Be organized, have your portfolio neat and tidy. Include your questions for the employer in the back of your portfolio together with extra copies of your resume.

Best of Luck!

**Need more interview help? Book a 30 minute 1ST Leap Interview Preparation session
at**

www.1stleapworkforce.com

