



**QUICK PREPARATION GUIDE**

# **1ST LEAP**

# **INTERVIEW**

# **HACKS TO**

# **GET YOU HIRED**

**LATOYA CAVE**

## **FIRST THINGS FIRST....CALM YOUR NERVES!**

Nothing screams ill prepared or lack of confidence than a nervous candidate. Relax interviewing is just conversation, so don't believe the hype when the panel tells you that it's okay to be a little nervous. This is a test and your first face to face interaction. Show the hiring manager that you can handle pressure and that you are confident about who you are and the skills you offer.



## **RESEARCH, RESEARCH, RESEARCH!**

Before an interview, it is very important to learn about the organization.

Having a general knowledge about an organization will also help you to think of questions to ask at the end of 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.



## **DRESS FOR SUCCESS!**

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. The key is looking polish and professional!



1

**Make sure you arrive  
for the interview at  
least 15 minutes  
early.  
Turn off your cell  
phone.**

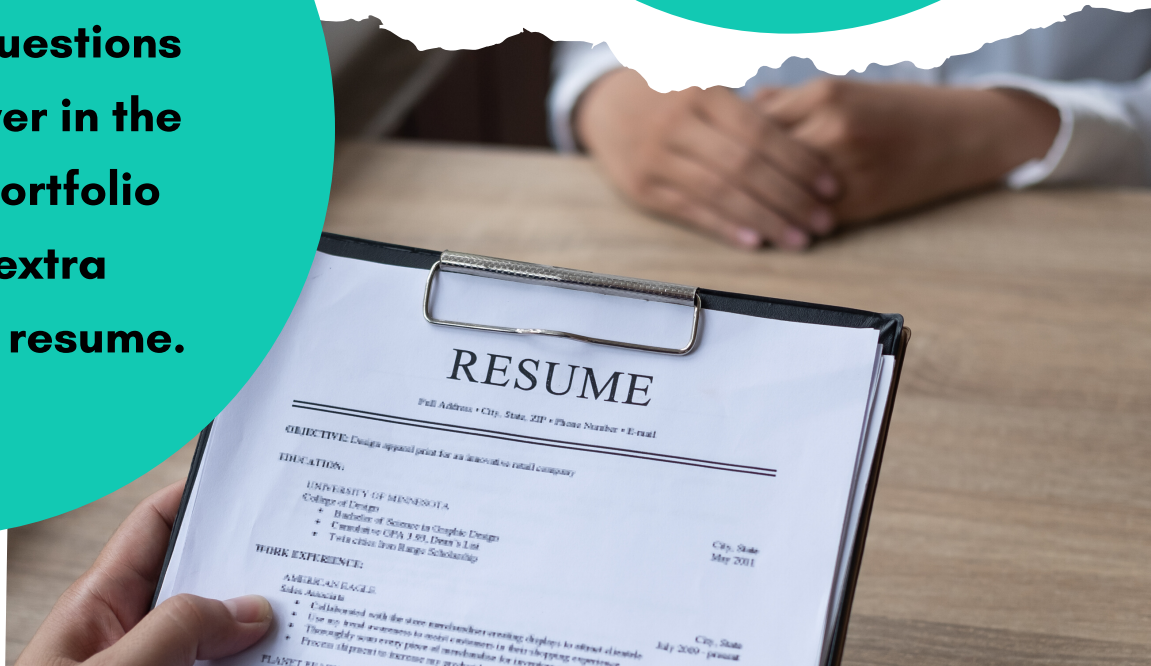


2

**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.**

3

**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.**



# TOP INTERVIEW QUESTIONS

**Tell me about your self?**

**Why should be hired you?**

**What's your greatest strength?**

**Why are you leaving your current job?**

**Where do you see yourself in five years?**

**Describe how you overcame a difficult situation.**

**What your greatest weakness?**

**Do you have any questions for me?**

**Do you prefer to work alone or on a team?**

**What do you know about our company?**

**What are your salary expectations?**

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# TOP QUESTIONS TO ASK!

**How long have you been with the company and what makes you stay?**

**What's a typical day in this position?**

**What's your greatest strength?**

**Why are you leaving your current job?**

**Where do you see yourself in five years?**

**Describe how you overcame a difficult situation.**

**What's your greatest weakness?**

**Do you have any questions for me?**





**NEED  
RESUME  
HELP?**

**1ST Leap Resume Kick-start**

**1ST Leap Resume Powerhouse**

<https://www.1stleapworkforce.com/packages>

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**MOST  
POPULAR**