

TampaBay • Job • Links

Preparing for Your Interview

Even the thought of job interviews or informational meetings can be intimidating. During this workshop, the focus is on preparing you to be a relaxed and confident interviewee, a thoughtful listener, as well as someone who asks appropriate questions. Each workshop attendee will be video-recorded during a practice interview scenario and will receive immediate, positive feedback from the facilitator and the other workshop participants.

Workshop Goals:

- ◆ Understand and identify different types of interviews
- ◆ Be prepared to answer any type of interview question
- ◆ Ask questions based on your research, as well as from the interview itself
- ◆ Increase interviewee's comfort level with the interview process

What We Will Cover:

- ◆ The characteristics of different types of interviews
- ◆ How to develop a strategy for each type of interview
- ◆ Understanding the expectations of the interviewer(s)
- ◆ Minimizing stress in a pressure situation
- ◆ Handling unexpected or challenging questions
- ◆ Selecting the best accomplishment statements during the interview
- ◆ The best answers to nearly 40 interview questions
- ◆ Selecting interview questions to ask

Materials Needed:

- ◆ Your résumé, an applicable job description, and an interview scenario

Workshop Length: 6½ hours (plus a one-hour lunch break)

- ◆ Participants should plan to arrive 15 minutes early. Workshops will begin and end on time.

Who Should Attend:

- ◆ Candidates who will be participating in job and/or informational interviews.

Cost to Attend:

- ◆ Free for Program participants and \$15 for guests.

Registration Required:

- ◆ Send an email to nikki@tbjl.org, or call (813) 344-0200.

Dress: Interview attire