Vision + Mission + Values – Look them up! Help them look-it up. Email it to them, give it in person, text it, however they receive it. Help them.

**When will you arrive?  Arrive 20 minutes early but go in 5-10 minutes prior.  Find floor, but don’t go in too early. Don’t go in too early. You may ask the receptionist, just letting you know I’m here but please don’t let x know yet. Doesn’t work. They always let them know anyway, and then it’s sets the whole tone off badly because you’ve interrupted their day, they know you are waiting, and they were not expecting you ½ hour early.**

**Go there day before so you know where office is.**

**Tell me about yourself?**  Share examples related to mission, vision, and values, ie, safety. No personal info. Brand statement.

**Why do you want to work here?**

**Why did you leave your last job?**

Avoid anything negative. Focus on future, not past. **Where are you going?**

**I don’t know** – avoid saying that.  Say what you do know about subject or related experience.

**Greatest strengths** – safety.  Treat everyone with respect.  Team worker.  Give examples, like below.

* Treat everyone with respect – Assist elderly person get on bus and get a seat so they are comfortable.  If I come across someone who doesn’t speak English, or can’t read English, help them get on bus, or try to find someone who speaks Spanish, or whatever language, to try to communicate. **Write down a couple of examples.**
* Safety – Clean record.
* Bus is clean as when I first got it in the morning.  Everything is put away.
* Team worker – Stepped in and helped someone that needed help.  Extended my day if someone needed to go home sick or had an emergency.

**Any Weaknesses?** Take job personally.  Don’t have room for that.  I don’t tolerate myself having weaknesses on job.  I take job seriously, and I’m a perfectionist.  I want everything perfect.  Focused on job.  If I make a mistake or something doesn’t go as planned, do everything possible to make it right.  You have to recognize and also be patient with yourself, that sometimes things don’t go as planned, but you do everything to make it right.  Not beat myself up over it.  Do the best I can.

Be honest about a weakness but try to say how you are overcoming it.

**Tell me about yourself.**

I have over 20 years of CDL driving experience working with the public.  I focus on safety and treating everyone with respect, on-time performance, etc…

Come up with a mission statement that says who you are, what you do, and why you are qualified. Practice it!

**Do you have any questions?  Pick at least 2 questions to ask. You can also do a search online for good questions to ask, but be sure to focus on the problem, not you.**

What is the workplace culture?

What is it like to work here?

Is your organization growing or undergoing change?

What challenges does Tri-Met face today?

What kind of training will I receive?

**Close with next steps.**

Never leave without contact info.

Do you have a business card (ask at beginning of interview).

Don’t leave without knowing next steps.

If I haven’t heard from anyone, would it be alright if I follow up if I haven’t heard?

Don’t just email information to worker, go over it with them. Ask them a question to see how they would answer it, such as, what is tell me about yourself.

Brand statement, not life or work history.

**Interview Checklist**

An interview is not a job offer, one step in process \_\_\_\_\_\_\_\_

Research company (what do they do, mission, vision, values) \_\_\_\_\_\_\_

Key: What is the problem (see job description)? How can I help them solve it? \_\_\_\_\_\_\_\_\_

Make sure you have 3-5 examples or success stories. You need to paint a picture, not just words, results \_\_\_\_\_\_ Avoid hard-working with no example.

Research location day before (if possible drive or take bus there day before) \_\_\_\_\_\_\_\_

Arrive 20 minutes early. Arrive at reception desk 5- 10 minutes before interview \_\_\_\_\_\_\_\_\_

Not a counseling session. Employer wants to know if you will show up and do the job. All answers should be tailored to what you can do for the employer.

Tell me about yourself (mission statement)-they don’t want to know about your personal life, relate it to the job \_\_\_\_\_\_\_\_

Brand statement: I am a x, who does x and y \_\_\_\_\_\_\_\_\_\_\_\_

Why do you want to work here? \_\_\_\_\_\_\_\_

Avoid I don’t know answer \_\_\_\_\_\_\_\_\_\_\_

Express enthusiasm \_\_\_\_\_\_\_\_

Greatest strengths? \_\_\_\_\_\_\_\_ *May or may not be asked, depends on job level*

Greatest weakness? \_\_\_\_\_\_\_\_\_ *May or may not be asked, depends on job level*

Why did you leave your last job? Look forward, not behind. **Don’t mention workplace injury. \_\_\_\_\_\_\_\_**

Do you have any questions? Come up with questions, write them down, bring to interview \_\_\_\_\_