

# Vermilion Parish Job Seeker Workshop: Tips for Success

## Company Research:

Research company prior to interview to improve your ability to demonstrate your fit in the organization.

## Take time to learn:

- 1) Company goals & mission
- 2) Products and/or services offered
- 3) Recent organizational changes (new technology, products, mergers)
- 4) Company history

## Find information through:

- 1) Company websites
- 2) Informational interviews and networking
- 3) Competitor companies
- 4) Industry professional associations
- 5) Company literature/annual reports
- 6) Online business directories

## Get them to like you:

85% of all employment decisions are based on if the employer:

- 1) Likes you
- 2) Feels you fit in the corporate culture
- 3) Believes you have the ability to do the job

Attitude is EVERYTHING: Here are some survival tips in your interview process:

- 1) Provide a solid, confident handshake
- 2) Even if you feel bad, mad, sad or scared, act as if you are on top of the world
- 3) Emphasize the positive; plan to talk about situations in your career/life that may come up so you can be proactive
- 4) Avoid "weasel words" like: maybe, I think, I might, kind of, I guess, possibly
- 5) Sit up straight and don't cross your legs, fidget or chew your nails
- 6) Acknowledge speaker w/eye contact, nodding of head & leaning slightly forward

## Interview Techniques:

- 1) Where's the BEEF?
- 2) Listen twice as much as you speak – 2 ears/1 mouth
- 3) Smile at least 4 times – because it feels good and looks friendly
- 4) Remember that the interviewer is probably not seasoned and is nervous too
- 5) Remember your 5 senses
- 6) The best way to become an interviewing expert is to GO on interviews!!

## In a pinch:

- 1) Get a friend to pose as a customer to gather information
- 2) Review company website and press (Google the company!)

## Dress For Success:

Your attire should match the corporate culture. When in doubt, dress one level up. Keep it simple with solid colors, clean lines and professional presentation.

## Early to bed - early to rise:

Show up 10-15 minutes prior to scheduled interview, no earlier or later!

## Top Reliability Factors:

Team player; Multi-tasking; Flexible; Enjoys Learning; Solves Problems; Punctual; Deadline-Oriented; Reliable; Focused; Accepts Responsibility; Customer-Oriented; Honest; Handles Criticism; Positive; Project-Oriented



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**VERMILION PARISH JOB FAIR  
WEDNESDAY, MARCH 30, 2016  
9 AM - 1 PM  
ABBEVILLE HIGH SCHOOL**