

Interview tips

For more resources, check out
<http://www.jobinterviewquestions.org/interview-guide/>

For manufacturing and technical jobs: “workers must be able to articulate a commitment to being to work on time, every day, and working as a team player to produce a high-quality end product for consumers”

Prepare and Practice --- KEY!!!

Appearance

- Remember to ask ahead of time what the expectation is on your attire. Often you can dress in accordance with company policy. It is always preferable to over-dress for an interview unless you know the company has a strict casual environment. Dress in accordance to the Company policy. A Polo shirt and Dockers or Slacks. Never wear sports clothes for an interview, ripped jeans, etc...
- Make sure you are well groomed.
 - Shower the night before (and shampoo)- makes you look alert and healthy
 - Brush your teeth (or at least a mint prior to interview)
 - Deodorant!
 - Trim your nails
 - Avoid strong perfume or cologne
 - Shave
- Do not chew gum
- Smile 😊

Arrival (and before you head out the door)

- Bring your resume or information for application
- Bring identification
- Write the managers name, department and number down (just in case)- you need to know who to ask for or if something happens on the way (and please call if something does!)
- Arrive for your interview at least 5 minutes early but no more than 10 minutes early. Everyone has their watch set differently, and giving a 5 minute cushion is a good idea. Some interviewers are also very time-sensitive and notice if you're even one minute late. Plan to arrive 15 to 20 minutes early in the parking lot and enter the building about

5 minutes early. If you are running late or think you might be late, call ahead of your arrival to let them know.

Introduction

When introducing yourself to each interviewer, give your first and last name, make eye contact, and let the interviewer be the person to initiate a handshake. When you are shaking hands, match the pressure of their handshake. Do not be limp or unusual with the way you shake hands. Wait a moment and smile at the interviewer after meeting them.

During Interview

- Talk about your experience with the same type of products that your prospective employer produces. For example, if you have experience in the automotive industry, explain your proficiency with automobile assembly or assembling automotive parts and accessories.
- Participate in the discussion and show some enthusiasm – tell your story (in a positive light!)
- Mirror the interviewer – copy their body language so you are ‘in sync’

Discuss your own attendance and how important attendance is to the production line or in that industry. Express your level of commitment and dedication to your employer; suggest that you are looking for a long-term employment relationship. Indicate that you are a team player. Factory workers, manufacturing and other tech jobs (and particularly those who work on an assembly line), must be team-focused employees. In addition, ask questions about shift bids and promotion opportunities.

Don't let them doubt you are interested--- lack of enthusiasm can be a killer!

To think about ...

My attitude was to always just show up, in person, and tell 'em "I'm the guy you need". One guy asked me "What makes you think you're any good"? I told him "Because I've already made every mistake, - - TWICE"!! 🙌😊🙌 He asked me how soon I could start.

More details ... going above

Research

Go online and find out as much information as you can about the company and anyone you will be interviewing with. Companies are blown away when you can mention press releases, know their revenue numbers, quote statistics, know backgrounds of executives, etc. For startup companies, you

should know who the venture capital investor is, know which partners sit on their board, and know how much money they have raised so far. Many times this information is not available, but some savvy online searching can turn up valuable information about a company.

Most companies like to hire people who are experts in their industry, and startups are no exception. They have to answer to their investors when things don't go well, and executives don't want to tell their venture capital investors that they had a poor product launch after hiring a product manager with no experience in their industry. Know the company, know their industry, know their competitors, and use their product if it is available.

Rehearse

Most successful athletes and performers visualize their craft prior to playing or performing. Try to visualize your interview and how you will present yourself and answer questions prior to interviewing. If you get nervous during interviews, you might even consider having someone you know do a mock interview before you go. The more you practice, the more comfortable you are, and the less nervous you will be when the interview arrives.

Some Do's and Don'ts concerning the interview:

1. If presented with an application, Do fill it out neatly and completely. If you have a resume, present it to the interviewer upon request.
2. Do greet the interviewer by his surname. ("Hello, Ms. Smith or Mr. Jones")
3. Do wait until you are offered a chair before sitting. Sit upright in your chair, lean forward slightly towards the interviewer, look alert and interested at all times. Be a good listener as well as a good talker. Smile!
4. Do shake hands firmly, if offered.
5. Do look a prospective employer in the eye while you talk to him.
6. Do follow the interviewer's leads. Try to get the interviewer to describe the position and duties to you early in the interview so that you can relate your background and skills to the position.
7. Don't answer questions with a "yes" or "no". Explain whenever possible. Tell those things about yourself which relate to the situation. Listen to the question --- don't answer with random items that weren't asked.
8. Do make sure that your good points get across to the interviewer in a factual, sincere manner. Keep in mind that you alone can sell yourself to an interviewer. Make him realize the need for you in his organization.
9. Do be prepared to answer typical questions like: What type of job are you looking for? What are your strengths? your weaknesses? What do you know about our company? Why did you choose the company and job that you are currently in? What are your qualifications? What would make you more successful than other people applying for this job? Employers want to know you have given this thought—not just glib, off the cuff answers
10. Don't lie. Answer questions truthfully, frankly, and as to the point as possible.

11. Don't ever make derogatory remarks about your present or former employers or companies.
12. Don't "over answer" questions. The interviewer may steer the conversation into politics or economics. Since this can be a ticklish area, it is best to answer the questions honestly, trying not to say any more than necessary.
13. Don't inquire about salary, vacations, bonuses, retirement, etc., on the initial interview unless you are positive that the interviewer is interested in hiring you.
14. Do always conduct yourself as if you are determined to get the job you are discussing. Never close the door on opportunity.
15. And remember: PMA -- Positive Mental Attitude!

Special circumstances

Laid off or Fired

It is always awkward to let an interviewer know why you left your last job if you were laid off or especially if you were terminated for cause. Never lie when asked. While it might be unfair, many hiring managers assume the poorest performers are cut when layoffs occur. Be prepared to answer your layoff question with information that will dispel any assumption someone might have about cutting the poor performers. Try to show that there was a specific business reason behind your layoff. Your department was eliminated. The office was moved. The product you supported was being discontinued, etc.

Being terminated for cause is always difficult to answer. Never use the word "fired" when describing your situation and instead use a softer term like "let go". Do not go into great detail about the circumstances and do not express anger, blame, or a grudge. Speak with confidence when discussing the situation and do not appear meek or apologetic. Look the person in the eye the entire time you are discussing what happened. If possible, offer a reference at the company who will give you a solid reference about performance. If you can't get a reference at the company that terminated you, find a reference at a previous company that will give a reference to help show you are a solid performer and offer up that information at the time of discussing your termination with the interviewer. If you show that you are uncomfortable and lack confidence when discussing this subject, you will give an interviewer the impression that there is little doubt the last company made the right decision.