



Covenant Life Church Job Fair - Interview Tips

February 20, 2021

INTERVIEW TIPS

Tip #1: seek the Lord's guidance before your next move or ask for His assistance in finding a job.

Tip #2: Take practical and spiritual steps to prepare for your interview.

- Review your resume
- Practice your responses with a friend or in the mirror; if you feel prepared, you probably won't be as nervous
- Ask the Lord to open doors for you

Tip #3: Dress for success even if the interview is virtual, e.g., Zoom.

INTERVIEW TIPS

Tip #4: Prepare for the unexpected. For example, charge your phone in case of an emergency.

Tip #5: Be on time for the interview.

Tip #6: Make sure you want the job and display confidence.

Tip #7: Don't ramble.

Tip #8: Ask the interviewer to restate the question and take notes, if necessary.

Tip #9: Be respectful and address the panel by last name.

INTERVIEW TIPS

Tip #10: Be mindful of the interview time. For example, if the interview is only 45 minutes, keep your answers concise so that you have time to ask questions.

Tip #11: Do research on the company/agency before going to interview so that you can tailor your answers to their mission, purpose, or goals of the organization.

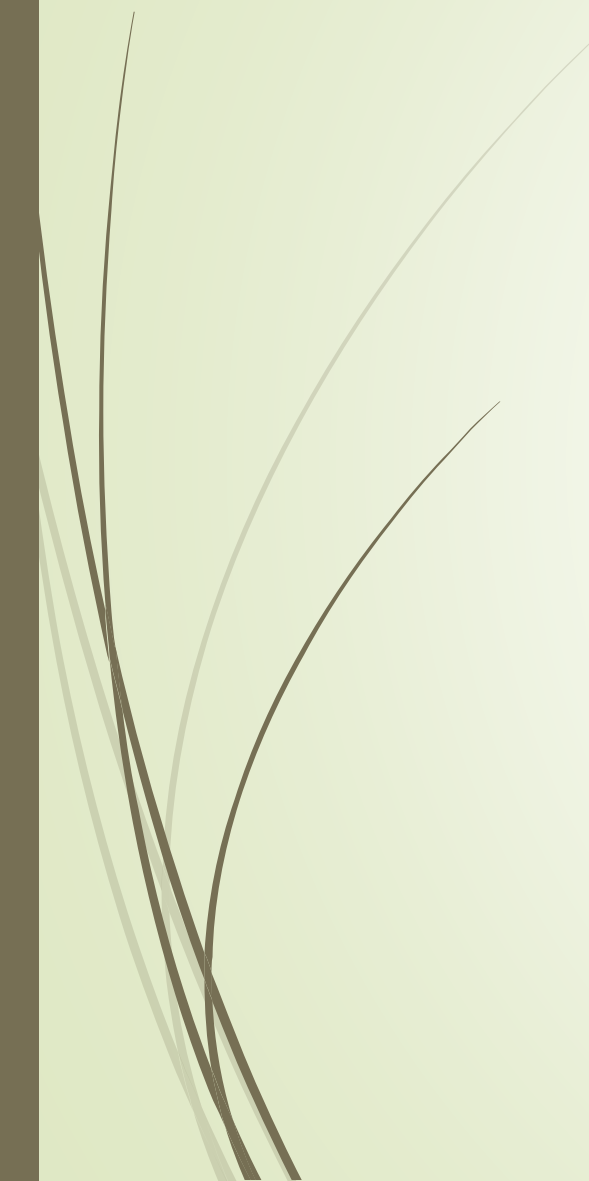

Tip #12: Prepare your questions ahead of time and be prepared to ask them at the end of the interview.

Tip #13: Send follow-up email or thank you note in order to keep your name out front.

Tip #14: Do not discuss salary, unless the interviewer brings it up.

Practice Interview Questions

- 1) Tell me about your past job history?
- 2) Why do you want this job?
- 3) Describe your ability to communicate orally and in writing.
- 4) Describe your leadership style.
- 5) How do you handle a difficult customer or stakeholder?
- 6) What differentiates you from other candidates?
- 7) Do you have any questions for the interview panel?
- 8) How soon can you start if offered the position?
- 9) What would your last supervisor say is your strengths and weaknesses?
- 10) Can we contact your past employer(s) for references?



*Let your light so shine before men,
that they may see your good works
and glorify your father which is in
heaven*

(Matthew 5:16)