

INTERVIEWING

www.collegegrad.com/intv/

Online tips, practice, and more.

www.jobinterviewquestions.org

Interviewing help/tips for job seekers and interviewers.

www.quintcareers.com/job_interviews.html

Discusses different types of interviews that may be encountered.

www.jobinterviewquestions.org/

A wide variety of interview questions and interview information.

Do an online search for industry-specific interview questions. *Examples:*

Academic job interview questions.

Employment interview questions for **custodians**.

Job interview questions for **nurses**.

Heavy equipment operator - Interview questions.

JOB INTERVIEW DOS AND DON'TS

DO arrive a few minutes early

DON'T walk in at the last minute

DO dress professionally—even if you are interviewing for a construction position

DON'T wear jeans and a t-shirt

DO fully explain all of your answers

DON'T answer with a simple 'yes' or 'no'

DO make eye contact

DON'T fidget or slouch

DO bring extra resumes and references

DON'T give a limp handshake

DO remember to brush your teeth beforehand

DON'T smoke prior to or during the interview

DO turn **off** your cell phone or pager

DON'T sit until you are offered a chair

DO exude confidence

DON'T use words like 'um' and 'uh'

DO tell the truth

DON'T - lie

DO send employers thank you letters, and thank them for their time before leaving

DON'T make negative remarks about former employers



TIPS FOR YOUR FIRST DAY ON THE JOB

Confirm when and where you should arrive and to whom you should report. Show up on time.

Dress professionally— even casual dress doesn't mean anything goes. No worn jeans, micro-minis, flip-flops, etc.

Bring important information for insurance forms, withholdings, 401k, etc.

Get connected—make sure mail, phone, email, & computers get connected.

Introduce yourself to those in the office; make an effort to get a cup of coffee, or lunch with co-workers who can show you the ropes.

Get on the routing list for reports, mail, etc.

Learn names of co-workers and administrative staff as soon as possible.

Review company information, policies, and guidelines—ask about any unwritten rules.

Make sure to review the immediate goals and expectations of your supervisor/manager. How will you be measured? What the mid-term and long-term goals are. What defines success?

If your job entails customers, be sure that an announcement has been sent to customers. Introduce yourself.

Learn the specifics of your job—get up to speed as fast as possible.

Come prepared to make an impact and get something done—try to be productive as soon as you can.

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Seeking employment?
Looking for a job?

Need some help?



EMPLOYMENT GUIDE

Easton Area Public Library
515 Church Street
Easton, Pennsylvania 18042

610-258-2917 ext. 307
www.eastonpl.org

WHERE TO BEGIN LOOKING FOR A JOB

THE NEWSPAPER

Check out the ads in local newspapers to see what is offered there. The following newspapers are available in the Periodicals Department at the Main Library and online. The online versions of each newspaper not only give job listings but also have employment guides & toolkits along with tips and advice to assist the jobseeker.

Express-Times www.lehighvalleylive.com

Morning Call www.mcall.com

Pocono Record www.poconorecord.com

Reading Eagle <http://readingeagle.com>

NJ.com www.nj.com – covers all 21 counties in New Jersey



Career Builder

www.careerbuilder.com

Offers a variety of tools for locating jobs

Jobs.com

www.jobs.com

Help locating jobs around the world

Monster Board

www.monster.com

Post your resume and search for jobs; helpful hints

Pennsylvania Jobs

www.pennsylvaniajobs.com

For locating jobs, job fairs, salary information

Team Pennsylvania Career Link

www.pacareerlink.state.pa.us

Resources for job seekers, employers, social services, and training

Indeed

www.indeed.com

A search engine for jobs – access thousands of websites

GetTheJob

www.getthejob.com

Connects job seekers directly with the companies that are hiring.



EAPL RESUME AND COVER LETTER RESOURCES

202 great cover letters. Michael Betrus. 2008 650.14B5644

Cover letters that knock'em dead. Martin John Yates. 2006 650.14Y31C7

Real resumes for real estate & property management jobs: including real resumes used to change careers and resumes used to gain federal employment. Anne McKinney. 2006 650.14R288m

Resume writing made easy: a practical guide to resume preparation and job search. Lola Brown. 2007. 650.14B878r

Resumes for former military personnel: with sample cover letters. McGraw-Hill Companies. 2006 650.14R436M3

Resumes that get you hired. LearningExpress. 2006. 650.14R436L

Resumes that knock'em dead. Martin John Yates. 2006. 650.14Y31r7

Same-day resume: write an effective resume in an hour. Michael Farr. 2007. 650.14F239s2



LOOKING TO LAND A JOB? Whatever your goal, **LearningExpress Library's** resources will help you succeed. Each of our Learning Centers offers the practice tests, exercises, skill-building courses, and information you need to achieve the results you want—at school, at work, or in life. You'll find an entire Learning Center dedicated to helping you get the one that's right for you.



Access the **LearningExpress Library** from the **Easton Area Public Library homepage**:

www.eastonpl.org then click on the red Reference Services tab, scroll through the list of databases on the left, click on **LearnATest**. You will find practice tests and preparation courses (**all free**) for many tests including the GED and the SATs. Career and testing information for many occupations including Civil Service, Firefighter, Nursing, and Real Estate are included. Also has a section on resumes, interviewing, job searching, and careers.

EAPL JOB INTERVIEW RESOURCES

Ace the IT interview: the best interviewing strategies for IT. Paula Moreira. 2008. 650.14M838a2

Don't blow the interview: how to prepare, what to expect, and how to react. Ralph Ferrone. 2006. 650.14F396d

Hiring the best: a manager's guide to effective interviewing and recruitment. Martin John Yates. 2006. 658.31Y31h5

Interview skills that win the job. Michael Spriopoulos. 2005. 650.14S759i

Job interviews that get you hired. LearningExpress. 2006. 650.14J64L

Knock'em dead 2007: the ultimate job seeker's guide. Martin John Yates. 2007. 650.14Y31K07

Next-day job interview: prepare tonight and get the job tomorrow. Michael J. Farr. 2005. 650.14F239n

Secrets of power salary negotiating: inside secrets from a master negotiator. Roger Dawson. 2006. 650.14D272s