

# How to Handle the Interview

**Attitude:** Your attitude is going to influence the employer's evaluation. Relax and be yourself. Emphasize your strong points and remember the employer is looking for energy and enthusiasm.

**First Impression:** Dress appropriately for the interview. When asked a question, look the interviewer in the eye, but avoid staring. Sit up straight, don't slouch and look alert. Do not chew gum during the interview. Do not smoke beforehand.

**Market Yourself:** Be confident in yourself and the skills you have. State your accomplishments and do your best to convince the employer how you are best qualified for the job position. Do not lie or give false information.

**Last Impression:** End with a smile and thank the employer for his/her time. Be sure to send a Thank You letter to reinforce your appreciation in having the opportunity to be interviewed.

## Positive Action Words to Describe Yourself

|             |               |            |              |            |             |
|-------------|---------------|------------|--------------|------------|-------------|
| Adaptable   | Motivated     | Dependable | Friendly     | Confident  | Articulate  |
| Courteous   | Quick Learner | Diligent   | Honest       | Organized  | Trustworthy |
| Team Player | Flexible      | Efficient  | Professional | Analytical | Assertive   |

### Descriptive Sentences

Do not bring up salary, vacation, or benefits. Wait for the interviewer to introduce these subjects.

For more assistance, contact an Employment Coordinator at (949) 724-6741 or email:  
[IYES@ci.irvine.ca.us](mailto:IYES@ci.irvine.ca.us)