



# THE INSTITUTE FOR HEALTHY FAMILIES OF NORTH TEXAS

*"helping achieve small miracles!"*

*IHF Newsletter, Vol. 2, No. 2*

*February 15, 2010*

## **“Do” Prepare for a Successful Job Interview in Ten Ways**

*By Sandra W. Froese, Ed.D, LPC-S; © 2010*

During the month of February we will focus on preparing for a job interview. With unemployment hitting 10 per cent this past year, you may be one of those persons who are out of work. Take heart—your situation is temporary if you have a good work ethic and specific skills that will benefit an organization.

1. **Do tell the truth about yourself** especially on your resume or job application. Exaggerated information or misinformation about your accomplishments will come back to haunt you and will ultimately cost you an interview or a job offer.
2. **Do dress conservatively** for the interview with cleaned and pressed clothing and shined shoes. Gentlemen should wear a suit or sport coat and tie. Ladies should wear a business suit (or pantsuit) with appropriate jewelry. Skip the “trendy” stuff! If you have a tattoo, hide it!
3. **Do your homework** about the organization before you come to the interview. The more prepared you are about your knowledge of the organization the better your answers will sound to the interviewer.
4. **Do clean up your social networking sites** if you have embarrassing photos or comments that would cast a negative image. Organizations can not afford employees who may create future problems.
5. **Do pay attention to the interviewer** and show enthusiasm for the position and the organization. By trying to be casual and relaxed, you may come across as bored, disinterested or arrogant.
6. **Do eliminate “bad talk” about your current or former employer.** If pressed, say something positive about your current position or former job.
7. **Do express ways you can help the organization’s bottom line** with “value added” ideas and expertise. Employers are in the business to make a profit and they want employees who can assist them meet their objectives.
8. **Do talk about your previous work experience** and how your previous training will help meet the organization’s goals. Your experience will let you “hit the ground running” without extensive retraining for the job.
9. **Do avoid expressing your personal views** on controversial topics such as religion, sexual orientation, or politics. Differences of opinions are to be expected in any organization, but overt controversy in the work place is not appreciated.
10. **Do wait until the interviewer brings up the topic of salary** to discuss your salary history. If you initiate salary, the interviewer will think you are more interested in money than the requirements for the job.

As *Cognitive Behavioral Therapists*, we assist our clients to learn new methods and ways to change old thinking patterns and habits to lead to better mental health. We work with you to become more focused and listen to your inner self-talk to stop procrastination and negative self-talk. If you expect the worst, then you will continue to suffer! However, if you are willing to re-train your mind to think and respond differently, then you can be conditioned to think in positive, healthy ways that lead to better mental health, happiness and satisfaction at your work place and in your family. What could be more important than to have peace of mind!

*If you or anyone in your family needs marriage and family counseling or personal counseling to address changes in your life, check out our web site at [www.texasicounselors.com](http://www.texasicounselors.com). Our rates are affordable.*