

How to Prepare for a Job Interview

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Cover Today

- Before the Interview
 - Steps to get an interview
 - How to prepared for the interview
- Interview Tips
- After the Interview





Before the Interview

- Application
 - Read and understand the application
 - Spelling
 - Answer truthfully and completely
 - Why you left the previous position
 - Do not use ALL CAPS





Before the Interview

- Cover Letter
 - Introduces you to the employer
 - Describes your interest in the company
 - Handout sample



Before the Interview

- Resume
 - Attach a resume
 - Employee Objective
 - Critical – Must match your desired position
 - Education
 - Experience
 - Other
 - References





Before the Interview

- Prepare for the interview
 - Know yourself
 - why you want the job & what you can offer
 - Prepare short list highlights your strengths
 - Rehearse answers to expected questions
 - Review job description
 - Research company
 - Write down questions to ask





Step 1

Preparing
to Prepare

Job Description

Skills &
Competency

Experience

Job Description List

Storage &
Rotation of
Perishable Foods

Participate in
skilled food
production

YOU

FIFO knowledge
& used in current
position

Prepared 200
salad/sandwiches
– on time , follow
recipes



Step 2

Prepare
your
Answers

Expected Questions

Success When &
How

Failure
When & How
Recover

Prepare Answers

Successfully
prepared cold
sand/salad 200

Didn't estimate
enough produce -
produced more
sandwiches and
redid our PAR levels

Tie Back to YOU list

Prepared
salads/Sandwiches
200 - ties back to
JD requirement
food production

Food rotation- Ties
back to JD storage &
rotation of
perishable foods



Key Point

Answer your questions in terms of the experience you have that proves you match the job description





Prepare your questions – Step 3

- Find out about the company/District
 - What grades
 - How are meals prepared – central kitchen or site prep
 - District goals
- Create questions try to tie back to YOU list
 - On your website, I noticed wellness is very important, how could my experience help support this goal?
 - What have past employees done to succeed in this position?



Preparing to Prepare

Job
Description
list

YOU List

Prepare your Answers

Possible
Questions

Prepared
Responses

Prepare your Questions

Know the company

Tie Questions to YOU
list



Interview Questions NOT to ask

- What does this company do? (Do your research ahead of time!)
- If I get the job when can I take time off for vacation? (Wait until you get the offer to mention prior commitments)
- Can I change my schedule if I get the job? (If you need to figure out the logistics of getting to work don't mention it now...)
- Did I get the job? (Don't be impatient. They'll let you know.)




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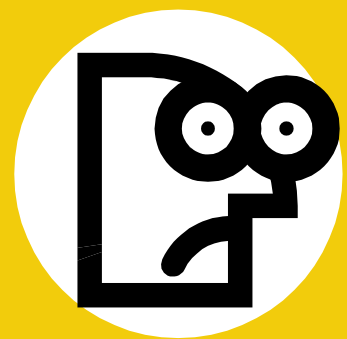
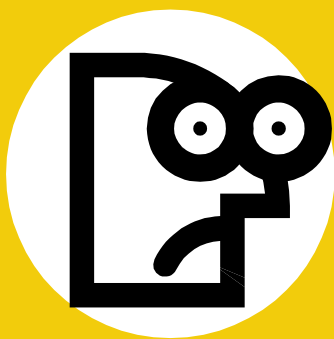
Other Interview Tips

- Cell Phones
 - Turn off and put away
- Current Employee
 - Answer questions completely
- Arrive early
 - Collect yourself & review your notes



After the interview

- Same day as interview – send a thank you note to the interviewer
 - Correct spelling of interviewer’s name and title
 - Include:
 - Position name and date of interview
 - Continued interest in the position
- Not Hired – don’t be discouraged
 - Learning opportunity – talk with interviewer
 - Is there any advice which you might give me in order to enhance my interview style?
 - Do you identify any key qualifications for this job which were missing in my background?



It's QUESTION TIME!!