

## Application & Interview Tips

Your interview is an opportunity to show that you are a good fit for our team. It is also an excellent opportunity for you to get to know us. The tips below will help you put your best foot forward and better enable us to learn about you.

- **Complete the Application:** Read the full job posting and answer all the questions thoroughly and accurately. Failure to complete all sections and questions in the on-line application may be deemed incomplete and be withheld from further consideration.
- **Make a Positive First Impression.** Your first impression starts when you submit your application. Before the interview we will contact you either by phone or email. Inappropriate voice mail greetings, long music introductions, and email addresses that are lewd or meant to shock create unprofessional impression of you.
- **Be Prepared For Your Interview** – Think about both your paid and volunteer experience. You will be better prepared for your interview if you start by asking yourself a few basic questions:
  - a. What do I know about the company? The job?
  - b. What skills do I have that apply to this job?
  - c. Why do I want to work here?
  - d. What do I hope to gain from working here?
- **Be Sincere and Polite.** Good manners show professionalism and respect.
- **Be honest.** When filling out the application or answering interview questions don't exaggerate your experience.
- **Be Early.** Arrive 10 minutes before your scheduled interview. Punctuality counts.
- **Be Professionally Dressed.** A neat & clean appearance shows your seriousness and professionalism about the position. Many of our positions wear uniforms provided by Happy Hollow.
- **Be Friendly, Enthusiastic, and Confident.**
  - a. Smile and make eye contact with your interviewer(s).
  - b. Shake the interviewer's hand confidently at the beginning and end of the interview.
  - c. Be aware of your body language. Sit up straight while waiting for the interview and during the interview. Good posture conveys confidence and respect.
- **Be Interested.** Show interest and enthusiasm in the job and Happy Hollow by asking questions.
- **Be a Good Communicator.** Listen carefully so that you are able to hear and understand the interviewer and speak clearly so that they can understand you. Don't be afraid to ask for clarification.