

# ACE YOUR INTERVIEW: JOB INTERVIEW TIPS FOR RETURNING PRISONERS



The tips below will help you gain confidence in your interviewing skills and make sure your most important characteristics and abilities shine through.

## BEFORE THE INTERVIEW

- Prepare a Resume
- Research
- Practice
- Consider your attire

## DURING THE INTERVIEW

### Pay Attention to Nonverbal Communication:

- Turn off your cell phone
- Greet your interviewer with a smile and a handshake, if offered.
- Make frequent eye contact.
- Avoid slouching or sitting with your arms crossed at your chest.
- Listen to your interviewer when they talk and do not interrupt.
- Speak clearly and take your time when answering questions.
- Bring at least two copies of your resume.
- Be confident in yourself.

### Show results:

- Provide examples that show the results and impact of your work.

### Be Prepared to Address Your Criminal History:

- Know the rules about what questions employers can ask
- Decide how to handle the situation before your interview
- Focus on your growth

## AFTER THE INTERVIEW

After the interview is complete, follow up via email (or letter if you do not have access to email) within a few days.

Now it's time to wait. If you are offered the position, congratulations! But if it doesn't work out this time around, something good can still come out of the experience. Follow up by thanking the interviewer for the opportunity and asking them to please keep you in mind if something comes up in the future.

You may also choose to politely ask if they have any constructive feedback on your interview that would help you better prepare for future. Each interview puts you one step closer toward achieving your goals!

*\*Adapted from "Employment Information Handbook For Ex-Offenders." PDF. U. S. Department of Labor, 2005.*

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