

Interview Tips

Congratulations! You're scheduled for your job interview. The following are some typical questions you might be asked. The whole idea of an interview is to talk about your positive traits. Don't worry if you don't have much job experience, you can simply tie in the answers to experiences at home or school. Employers most often want to know how you handle problems and if you are a team player.

Traditional Part-Time Job Interview Questions

- How would you describe yourself?
- What do you do in your spare time?
- What days/hours are you available to work?
- Do you have any activities that would prevent you from working your schedule?
- How well do you work with people? Do you prefer working alone or in teams?
- How would you evaluate your ability to deal with conflict?
- Have you ever had difficulty with a supervisor? How did you resolve the conflict?
- What do you consider to be your greatest strengths and weaknesses?
- What motivates you to go the extra mile on a project or job?
- Why should I hire you?

Questions to Ask Employers

- How would you describe the responsibilities of the position?
- How would you describe a typical week/day in this position?
- Is this a new position? If not, what did the previous employee go on to do?
- What type of training is available?
- What are your expectations for new hires?

The Worst Job Interview Mistakes

- Arriving Late
- Arriving Too Early
- Dressing Wrong
- Chewing Gum
- Bringing a Friend or Relative
- Lack of Energy
- Handshake Failure
- Bad-Mouthing Your Boss

Career Gear Clothes Closet

You've probably heard it a thousand times: You don't get a second chance to make a first impression. This is especially true when interviewing for employment. The amount of effort, or lack thereof, you put into your attire speaks volumes and prospective employers listen carefully to each and every "word."

Career Gear is a clothes closet of donated professional dress clothing available for current students and alumni. The purpose of Career Gear is to empower those preparing to enter the workforce with professional attire, free of charge, that they can use to project the professional image employers are seeking.

For more information about the clothes closet, contact Career Services.



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EARN AND LEARN PROGRAM

Formerly the Job Location and Development (JLD) Program

CONNECTING STUDENTS WITH AREA EMPLOYERS

An opportunity for business and education to work together to strengthen our community



Pennsylvania College of Technology

PENNSTATE



Are you having trouble finding a reliable part-time job?

Career Services is here to help. We are pleased to introduce the Earn & Learn Program, formerly called the Job Location & Development (JLD) Program, here on campus. The purpose of the program is to locate and develop part-time jobs, both on and off campus, for currently enrolled students and alumni.

What are the benefits of participating in the Earn & Learn Program?

Getting a part-time job through the Earn & Learn Program can have some benefits over finding one on your own.

It can help you:

- connect with local employers;
- work more hours;
- earn more money;
- obtain a full-time position;
- improve your resume;
- build customer service skills;
- gain learning experiences in a “real work” environment.

Who will interview and hire me?

The Earn & Learn Program acts as a clearinghouse or referral service. It puts students in touch with local employers who need part-time workers. Therefore, all interviewing and hiring is done by the employer in accordance with their own needs and hiring practices.

How much do I get paid?

Your employer will be responsible for paying all wages and related payroll costs, so how much you get paid (*and when*) will be up to your employer.

How many hours can I work each week?

There are no limitations on the number of hours you can work. However, it has been shown that grades begin to suffer when full-time students work more than twenty to twenty-five hours per week, so keep in mind that you are a student first and an employee second. Remember, your academic success should always take priority over the number of hours you work.

What types of employers may hire me?

Most for-profit or nonprofit employers are eligible to participate in this program, and we'll try to find you employment that is related to your Penn College major.

Earn & Learn sound like a good deal. How do I sign up?

Stop in the Career Services Office, Bush Campus Center, Room 202, and complete the required registration form. However, you are also encouraged to attend a brief in-person Earn & Learn Orientation Session *before* participating in the program. It's that easy!

Who should I contact about the Earn & Learn Program?

Career Services
Bush Campus Center, Room 202

(570) 327-4502 or

(800) 367-9222

Fax: (570) 321-5545

careerservices@pct.edu

