

# FLC Interview Score Sheet

## **Handshake & Introduction**

- Offer your hand and confidently introduce yourself. Make eye contact.
- Squeeze hand firmly.
- Listen for their introduction.
- Then say "thank you, for meeting with me Mr. /Ms.?" Remember their name anyway possible (word play, notes, whatever).

## **Small Talk**

- Stay as neutral as possible: "nice weather were having", "lovely picture of children", "I appreciate the time. Things look busy around here."
- Be sincere, no sarcasm or jokes. If the interviewer goes there okay, but let him/her lead.
- After a brief exchange, ask the interviewer. "Can you tell me a bit about the job" (appear curious – or, better yet, BE curious!).
- Provide your Resume or Work History

## **Listen to Job Description Make eye contact. Take notes.**

- Make note of tasks you have done before or interested in leaning.
- Do not turn down job here unless it is very clearly a conflict of interest.
- Convey Your Interest & Experience
- Let interviewer know what you have done before that relates to job. Refer to Resume.
- Let interviewer know things you have done that convey your ability to be responsible. Refer to Resume & Life Experiences.
- Concluding Interview
- Follow the interviewers lead for the end of interview.
- If you have one strong point that has not been made yet take the time to do this.
- Ask when the hiring decision will be made. Ask when you can call.

## **Handshake & Conclusion**

- Grip their hand firmly But don't hurt them.... 😊.
- Thank you for your time, "Mr. /Ms.?, and I look forward to talking again