



**Attending this workshop will give you the skills needed to impress an employer in an interview, from what to wear, to how & when to follow up after the interview**

In order to interview successfully, you really need to understand the interview process from start to finish, which involves the following ideas and concepts:

- What is considered appropriate dress for an interview?
- What information should be brought to an interview?
- What is the best way to handle applications, and what is the difference between an application and a résumé?
- What is involved in getting to the interview (and getting there on time)?
- What are the various types of interview formats, and how do they differ?
- How does non-verbal communication affect the interview?
- What are the KSAs (Knowledge, Skills, and Abilities)?
- How should you handle the interview questions and answers, including illegal questions?
- What questions should you ask the interviewer?
- How should you close the interview?
- When should you send a Thank You letter after an interview?

To register for this FREE Workshop, contact the American Job Center Office nearest you today or online at [www.CTHires.com](http://www.CTHires.com)

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Note: Not all workshops are available every month. Certain workshops may require a minimum number of participants to avoid cancellation. Please check the monthly calendar for availability. This program is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.