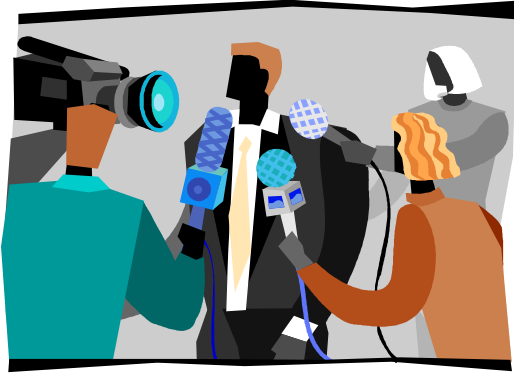


Ace that Counseling Job Interview !!



Do spend some time researching the organization before the interview

- Google the company. Any recent news articles or other information? Have they been awarded any new contracts? Who funds the contract? Start your list of questions.
- Go to their website. Click on the drop down menus, anything interesting? Go to their employment opportunity page, how many jobs are listed? Add to your list of questions.

Do prepare yourself for a panel interview

- They are likely to ask you the typical questions: What qualifies you for this position? What are your strengths and weaknesses? Why should we choose you? Know your answers ahead of time and go right into your prepared answers; don't go on and on.
- Be confident, but not cocky. They want to hire a confident person who can do the job without much coaching, but they want this person to get along with the staff.

Do not be Late

- Arrive early, sit in your car, close your eyes, take some deep breaths and calm yourself.
- Realize the interview starts when you enter the building. Be warm with everyone .

Do take notes during the interview, and ask questions

- Taking notes is a way to show the panel members that the information they give you is important to you. Ask questions, they will be impressed that you did your research.

Do remember to be friendly and warm and send a thank you note

- Counselors on the panel will read your body language, try to remain open.
- Send a brief thank you note via email or snail mail.

Written by Rebecca Daniel-Burke for the American Counseling Association