

## Workforce Centers

### Some questions you can expect to be asked:

#### Why do you want this job?

##### Example response:

I have been out of work for a while, and I'm eager to get back into the work force.

#### What are your greatest strengths and weaknesses?

##### Example response:

(Strengths) I take pride in my work. Also, list some specific skills if possible.

(Weakness) I get frustrated with myself when I don't think I've done my best.

#### How would you describe yourself?

Use words such as honest, trustworthy, punctual, and hard-working in your response to stress your positive qualities.

#### Why should I hire you?

##### Example response:

I'll be a hard-working, dedicated employee.

#### Why did you leave your last job?

##### Be honest but be smart:

Don't bad-mouth a previous employer.

If getting fired was your fault, tell the employer that you have learned from your past mistakes.

#### What major challenges and/or problems did you face? How did you handle them?

Be sure to include specific examples of how you handled a difficult situation and the solution used to resolve it.

<b>Abbeville</b> 353 Highway 28 Bypass PO Box 519 (zip 29620) (864) 459-5486	<b>Hilton Head</b> (see Ridgeland)
<b>Aiken</b> 1571 Richland Avenue, E PO Box 2418 (zip 29802) (803) 641-7640	<b>Kingstree</b> 530 Martin L King Jr Ave PO Box 727 (zip 29556) (843) 354-7436
<b>Anderson</b> 309 W Whitner Street PO Box 407 (zip 29622) (864) 226-6273	<b>Lancaster</b> 705 N White Street PO Box 1779 (zip 29720) (803) 285-6966
<b>Barnwell</b> 248 Wall Street PO Drawer 1259 (zip 29812) (803) 259-7116	<b>Lexington</b> 714 South Lake Drive PO Box 1769 (zip 29071) (803) 359-6131
<b>Beaufort</b> 914 Boundary Street PO Drawer 1067 (zip 29901) (843) 524-3351	<b>Liberty</b> 317 Summit Drive PO Box 539 (zip 29657) (864) 843-9512
<b>Bennettsville</b> 460 Highway 9 - W Cheraw Hwy PO Drawer 798 (zip 29512) (843) 479-4081	<b>Marion</b> 2413 E Highway 76 PO Box 1110 (zip 29571) (843) 423-6900
<b>Camden</b> 205 E Dekalb Street PO Box 98 (zip 29020) (803) 432-5153	<b>Moncks Corner</b> 107 E Main Street PO Box 668 (zip 29461) (843) 761-4400
<b>Charleston</b> 176 Lockwood Blvd. (zip 29403) (843) 953-8400	<b>Myrtle Beach</b> (see Coastal)
<b>Chester</b> 764 Wilson Street PO Drawer 520 (zip 29706) (803) 377-8147	<b>Newberry</b> 833 Main Street PO Box 498 (zip 29108) (803) 276-2110
<b>Clinton</b> 18 Hazel Drive PO Drawer 485 (zip 29325) (864) 833-0142	<b>Orangeburg</b> 1804 Joe Jeffords Hwy PO Drawer 1486 (zip 29116) (803) 534-3336
<b>Columbia</b> 700 Taylor Street PO Box 567 (29202) (803) 737-5627	<b>Ridgeland</b> 7774 W Main Street PO Box 1977 (zip 29936) (843) 726-3750
<b>Coastal</b> 200 A Victory Lane Conway (zip 29526) (843) 234-9675	<b>Rock Hill</b> 1228 Fincher Road PO Box 11189 (zip 29731) (803) 328-3881
<b>Florence</b> 1558 W Evans Street (zip 29501) (843) 669-4271	<b>Seneca</b> 11091 Radio Station PO Box 1499 (zip 29679) (864) 882-5638
<b>Gaffney</b> 133 Wilmac Road PO Box 1270 (zip 29342) (864) 489-3112	<b>Spartanburg (ES)</b> 364 S Church Street PO Box 1250 (zip 29304) (864) 573-7525
<b>Georgetown</b> 2704 Highmarket Street PO Box 956 (zip 29442) (843) 546-8581	<b>Spartanburg (UI)</b> 440 S Church Street PO Box 1694 (zip 29304) (864) 573-7231
<b>Greenville</b> 706 Pendleton Street PO Box 328 (zip 29602) (864) 242-3531	<b>Summerville</b> 2885 W 5th N Street PO Box 1868 (zip 29484) (843) 821-0695
<b>Greenwood</b> 519 Monument Street PO Box 1427 (zip 29648) (864) 223-1681	<b>Sumter</b> 29 E Calhoun Street PO Drawer 1978 (zip 29151) (803) 773-7359
<b>Hampton</b> 12 Walnut Street East PO Box 368 (zip 29924) (803) 943-3291	<b>Union</b> 440 Duncan Highway PO Box 663 (zip 29379) (864) 427-5672
<b>Hartsville</b> 1319 South Fourth Street PO Drawer 1170 (zip 29551) (843) 332-1554	<b>Walterboro</b> 101 Mable T Willis PO Drawer 530 (zip 29488) (843) 538-8980

# Interviewing Skills



[www.sces.org](http://www.sces.org)

## You've just landed an interview for a seemingly wonderful job! Now what?

Successful interviewing will be essential in order for you to lock in an offer. Job interviewing never seems to get any easier - even when you have gone on more interviews than you can count. You can use these job interview tips to prepare, which will alleviate some of the stress involved in employment interviews.



Here are some tips and strategies for effective interviewing from the preparation to the follow-up:

### Be Prepared:

Know dates and addresses of schools you attended and previous places of employment. (Take them with you. Don't rely on memory.) Know all telephone numbers. Don't ask for a phone book after you get there. Take your own pen! Never ask for white out; write neatly and spell correctly.

### Be Aware of Body Language:

A person's tone of voice, posture, facial expressions, etc., all give clues about his or her feelings and attitudes. Be sensitive to these signals in others and yourself. Don't fidget or slouch. Face the interviewer in a relaxed, open manner.

### Be Positive:

Keep the atmosphere friendly and pleasant. Don't criticize others, appear intolerant, or put others down to make yourself look good.



### Be Yourself:

Don't try to change your personality. Give the interviewer a chance to find out that you're a genuine, capable, and sincere individual. Use the power of your personality to impress.

### Show Your Enthusiasm:

Enthusiasm, energy, and a sense of humor can help create a good impression. Don't be passive or indifferent.

### Be a Good Listener:

Listen to what the interviewer has to say. Be alert to non-verbal clues indicating when you should start or stop talking. Don't think of your response while the interviewer is still talking.

### Express Yourself:

Speak clearly and audibly. Use complete sentences. Avoid one-word answers. Don't use slang and don't ramble or mumble. Be confident. Communicate your strengths.

### Be Friendly:

Greet the interviewer by name, smile, and give a firm handshake. Treat secretaries and receptionists in a polite, professional manner.

### Be on Time:

Find out when and where the interview will take place and how to get there. Arrive 10 to 15 minutes early.

### Investigate/Research:

Know something about the company or organization before your interview.

### Maintain Eye Contact:

Good eye contact with the interviewer is a key to building trust in a relationship.

### Grooming Tips:

Basic grooming is sometimes overlooked, but an employer will not excuse carelessness where this is concerned.

### Dress Properly:

Dress according to the standards of the organization. It's best to dress on the conservative side. Don't wear faddish clothing or flashy jewelry. No perfume or shaving lotion. All your clothes should be clean and neat. Your shoes should be shined.

### Be Persistent:

Getting a job is a job. Put in as many applications as possible. Look every day.

### Quitting a Job:

Never quit a job unless you are taking another job. Never let anyone make you so angry that you quit. You will be out of work, and they will still have a job. If you don't like your job, keep it while looking for a new one on your days off.