

## Basic Interviewing Tips

A domestic working relationship is like none other. It blends the professional working environment into the very personal setting of an employer's home, i.e., access to their valuables, personal information and most importantly, the safety, interests and welfare of their families. This unique situation makes the phone screening, e-mailing and interviewing process more thorough, detailed and important than in other professions. Here are some basic interviewing tips to help you get the job you are looking for.

- You're only as good as your resume and references. Make sure your resume is accurate, including the dates of your employment, the details of your job description and the reason the employment ended. Make sure you have your references' current contact information. If the reference can't be verified, it doesn't count. In addition, always bring a copy of your résumé and references with you, even if you've already e-mailed a copy.
- Bring along any certifications, licenses and identification the prospective employer(s) requires.
- When speaking in person or on the phone, do so with an empty mouth. No gum chewing, eating, drinking or smoking. Many people consider this behavior rude and disrespectful.
- Make sure you're speaking clearly and can be understood.
- If you're speaking over the phone, try to minimize any background noises. No loud televisions or music should be heard. You want to give the impression the prospective employer(s) has your undivided attention.
- If you're making a call while supervising children, make sure the children are occupied and quiet. Loud noisy children give the impression you don't take the welfare of the children seriously.
- Always use spell check when communicating by e-mail.
- Being on time is crucial. No one wants to hire someone they perceive as unreliable. Therefore, confirm the time of the interview, make sure you leave early enough and prepare for things like heavy traffic. Make sure you have directions to where you're going. When possible, you may want to find the location a few days before the interview to prevent getting lost.
- Dress neatly and professionally.
- Don't wear excessive or dangling jewelry, especially if the job you're applying for involves small children. Jewelry can be dangerous while handling small children.
- For housekeeping, childcare or chef positions, you shouldn't have long finger nails. Long nails can slow down your work and can be dangerous while handling small children.
- If you wear perfume or cologne, don't overdo it. Many people are sensitive or allergic to fragrances.

- Unless told otherwise, you should always address the prospective employer(s) by their proper title. (Dr., Mr., Mrs., Miss., Ms., etc)
- Greet the prospective employer(s) with a firm hand shake and introduce yourself again.
- When speaking in person, always look directly at the prospective employer(s). Speak clearly, enthusiastically and concisely.
- If the job requires childcare and the children are present, interact with the children. Many prospective employers(s) want to see how well you and the children respond to each other.
- Answer questions fully. Emphasis your strengths and be honest about your weaknesses.
- Taking notes is a good idea. It shows you're interested and taking things seriously.
- Anticipate the types of questions the prospective employer(s) might ask and have an answer ready. Almost all will ask things like: What do you like most about being a nanny? What are your best qualities? How do you discipline children? What types of activities do you do with children?
- Ask questions of your own. Inquire about the job, the family, and what they expect of you. Seem interested in not only the job, but the family as well.
- End the interview by thanking the prospective employer(s) for their time and the opportunity to meet them.
- Always remember EVERYTHING you say, do and show is being judged. So put on the best presentation you can in every contact you have with the prospective employer.