

How to Ace Your Job Interview

Careers & Job Skills | Topic 3 of 3

Kingdom Family Ministry | Careers & Job Skills Resource

Interviews can feel stressful — but preparation makes all the difference. These tips will help you walk in ready, confident, and memorable.

■ Before the Interview

■ Do your homework.

Look up the company online before you go. Know what they do, who they serve, and what they value. Mentioning something specific shows you care.

■ Practice out loud.

Say your answers to common questions out loud — not just in your head. Ask a friend or family member to do a practice interview with you.

■ Plan your outfit the night before.

Dress one level above the job. When in doubt, go a little more formal. Make sure your clothes are clean, pressed, and fit well.

■ Know your route.

Map out how to get there ahead of time. Plan to arrive 10-15 minutes early — not too early, not late.

■ Bring what you need.

Carry extra copies of your resume, a list of references, and a notepad and pen. Bring a valid ID if the job requires it.

■ During & After the Interview

■ Make a strong first impression.

Stand tall, smile, and offer a firm handshake. Look the interviewer in the eyes. Your confidence starts before you say a word.

■ Listen carefully before answering.

It is okay to pause and think before responding. Take a breath, understand the question, then answer clearly.

■ Use the STAR method for behavior questions.

Situation — Task — Action — Result. Describe a situation, what your role was, what you did, and what happened.

■ Ask good questions.

Have 2-3 questions ready: 'What does success look like in this role?' or 'What do you enjoy most about working here?' This shows engagement.

■ Close strong.

Before you leave, say: 'I'm very interested in this position and I believe I would be a great fit. What are the next steps?' Then send a thank-you note within 24 hours.

Common Interview Questions to Practice

- Tell me about yourself.
- What are your greatest strengths?
- What is a weakness you are working on?
- Why do you want to work here?
- Tell me about a time you solved a problem at work.
- Where do you see yourself in 5 years?
- Why did you leave your last job?
- Are you a team player? Give me an example.

† Faith & Encouragement

"For God has not given us a spirit of fear, but of power and of love and of a sound mind."

— 2 Timothy 1:7

Nervousness is normal — courage is walking in anyway. You were created with purpose and gifted with ability. Go into that interview knowing you are seen, known, and capable.

■ Need Emergency Assistance?

Kingdom Family Ministry's **Families First Program** is here for you. Our goal is to strengthen families with meaningful, responsible support. Assistance is available **once per service category within a 12-month period**, based on funding availability.

Learn more and apply for help:

www.kingdomfamilyministry.org/gethelp

Helpful Resources:

- **CareerOneStop Interview Tips:** www.careeronestop.org/JobSearch/Interviews
- **Indeed Interview Prep:** www.indeed.com/career-advice/interviewing
- **LinkedIn Interview Practice Tool:** www.linkedin.com/interview-prep
- **American Job Centers (free coaching):** www.careeronestop.org/LocalHelp/AmericanJobCenters
- **KFM Families First Program:** www.kingdomfamilyministry.org/gethelp

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