



**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?

**Register for this FREE Workshop at the AJC East Office nearest you or online at [www.cthires.com](http://www.cthires.com)!**



Montville	601 Norwich New London Turnpike Suite 1, Uncasville	860-848-5200
Danielson	562 Westcott Road	860-848-5200
Willimantic	Tyler Square, 1320 Main St.	860-848-5200

**NOTE: The Norwich and New London Offices closed in March 2018.**

To learn more about the wide range of workshops available, visit [EWIB.org/workshops#links](http://EWIB.org/workshops#links), [CTHires.com](http://CTHires.com) or [JobCenterCT.com](http://JobCenterCT.com).

Not all workshops are available every month or in every location. Check the monthly calendar for availability.

Some workshops require a minimum number of participants to avoid cancellation.

Many of these workshops are funded in whole, or in part, by the Eastern CT Workforce Investment Board (EWIB) through a variety of state and federal funding sources. This program is an equal opportunity employer program; auxiliary aids and services are available upon request to individuals with disabilities.



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