



Interview Tips

Interview Do's:

As a large employer, we are often asked for advice and tips to assist applicants in the interview process. The following are some tips to help improve an applicant's chances of getting a job:

- Bring a pen with you. You may be asked to fill out a variety of forms, including an application.
- Fill out the application neatly and completely. Answer all questions truthfully.
- Have your complete employment history with you (if applicable). This should include names, addresses, and phone numbers of your prior employers; date of employment; your supervisor's name; and your reason for leaving.
- Be prepared for the interview. Arrive early so you have time to relax before your interview.
- Act in a professional manner at all times. Even though you may be waiting for your interview, the employment staff is assessing your behavior.
- Treat all employment staff members with respect. Be polite and use proper business manners. Again, the employment staff is assessing your behavior.
- Come appropriately dressed for an interview. Clothes should fit correctly and be worn appropriately, not too tight, too short, too big or too low.
- Keep jewelry to a minimum. Remember that your goal is to look professional.
- Avoid using too much make-up, perfume, cologne or after-shave.
- Learn something about the company you are interviewing with. (The Internet is a great place to start.)
- Have a specific position in mind. Choose something that is of interest to you. You will likely do a better job if you are doing something you like.
- Know your qualifications for the job and be ready to share them with the employer. Even if you do not have formal job experience, you can talk about positions of responsibility you have held with clubs or teams. You can also talk about informal job experience you may have. This may include babysitting, house sitting, mowing lawns, etc.
- Be ready to answer a variety of questions about yourself, your qualifications and job experience. Answer questions directly, completely and truthfully.
- Always use proper grammar and good diction. Speak clearly and avoid using slang terms and phrases. Never use profanity.
- Smile.
- Make eye contact with your interviewer throughout the interview.
- Use appropriate body language. Sit up straight.
- Shake hands with interviewer at the beginning and end of the interview. Use a proper business handshake.
- Be prepared to explain any gaps in your employment history or any negative items listed on your application. For example, if you were fired from a prior job, explain what happened and what you learned from that experience.
- Ask questions of your interviewer. Some good examples might include: what your duties would be; what has made other employees successful in this position; and what are the typical responsibilities you would be rated on for this position.
- Keep in mind that you need to sell yourself to the interviewer. In other words, you need to let the interviewer know why you are special and should be hired for the job. Keep in mind that your interviewer has the choice of several applicants for each job he/she has to offer.
- Be enthusiastic, cooperative and friendly.
- Always remember to thank the interviewer for speaking with you.
- Remember, the interview is a business transaction; you are trying to convince an employer to hire you. You are not entitled to a job.



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Interview Don'ts:

We also get asked about some of the typical things we see during an interview that may cause an applicant not to be hired. Listed below are a few of the common problems that applicants have during the application/interview process. Problems like these give an employer a negative impression of the applicant and may result in the applicant not being made a job offer. The applicant:

- Fails to fill out the application completely.
- Fails to fill out the application correctly.
- Has spelling errors on the application.
- Fails to follow the directions on posted signs or the directions of the employment staff.
- Shows up late for the interview.
- Is rude to other employment staff members.
- Is overly persistent, insists on an answer now, refuses to leave, etc.
- Fails to turn off cell phone, iPod, etc, during interview.
- Answers cell phone during interview.
- Checks text message during interview.
- Is chewing gum.
- Has poor grooming habits – must be neat, clean, teeth brushed, hair combed, etc.
- Brings other people with them to the interview – friends, children, pets, etc.
- Behaves inappropriately while waiting for interview – talks loudly with others, is disruptive, engages in horseplay, uses profanity, makes rude comments, makes fun of other applicants, etc.
- Fails to make or maintain eye contact during the interview.
- Wears inappropriate clothing to the interview, does not look professional – all personal body parts should be covered, pants pulled up, etc.
- Wears too much of anything – jewelry, perfume, make-up, after-shave etc.
- Uses slang words and phrases during an interview.
- Acts like he/she is entitled to a job.
- Speaks negatively of previous supervisor, company, teachers, etc.
- Avoids answering specific questions or gives vague responses.
- Fails to answer the question that was asked, providing information that was not asked for.
- Unable or unwilling to explain gaps in employment history.
- Fails to take personal responsibility for problems in prior jobs, in school, etc. In other words, it is always somebody else's fault.

We hope these tips will help you in your job search!

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