

# INTERVIEWING: WHAT'S IT ALL ABOUT?

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LOUDOUN WORKFORCE RESOURCE CENTER

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# TODAY'S AGENDA

- Definition
- Preparation
- At the Interview
- During the Interview
- Common Interview Questions
- Closing the Interview
- Thank You Letters
- References
- Follow Up
- Practice Activity

# DEFINITION

**In-ter-view (in' ter-vyoo') n.**

- 1. a formal face-to-face meeting, esp. one arranged for evaluating the qualifications of an applicant, as for employment.**

# INTERVIEW PREPARATION



# DO YOUR HOMEWORK

- Review the Job Description
- Research the company's website. Learn about their mission, values, culture, community interests, etc.
- Review your resume and be prepared to link your skills & accomplishments to the requirements of the position.
- Prepare your own questions.
- PRACTICE! Rehearse and get feedback.

# DO YOUR HOMEWORK

- Do you need directions?
- How will you get to the interview?
- How long will it take you to get there?
- Is there parking?
- Should you do a transportation “dry run”?
- Do you need to arrange for childcare?

# DO YOUR HOMEWORK

- Be sure that your voicemail and email address are professional.
- Google yourself.
- Does your Facebook page (or other social media) have any photos that need deleted?

# WHAT TO WEAR?

## Dress the part.

- Dress for success.
- Have your interview outfit properly cleaned.
- Business-like attire. Conservative is best.
- Limit your accessories, jewelry and cologne.





## MEN'S ATTIRE

- Suit
- Dress Shirt
- Shoes & Socks







## WOMEN'S ATTIRE

- Suit
- Blouse
- Shoes & Hosiery
- Coat
- Accessories







# WHAT TO TAKE?

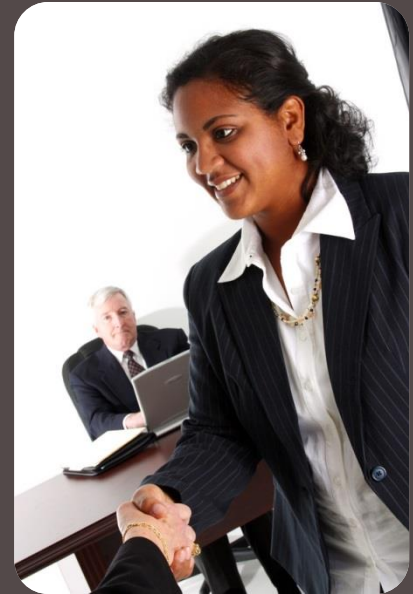
- Enough copies of your resume for the number of people you will be speaking with—and then several more
- Job posting and any other notes related to the company
- Note pad and 2 pens
- Your list of questions

# WHAT TO TAKE?

- References
- Letter of reference (if you have one)
- Portfolio or a dark folder
- Mints
- Bottled water



# AT THE INTERVIEW



# AT THE INTERVIEW

- Arrive at least 15 minutes early
- Relax

# BODY LANGUAGE

- Smile
- Direct eye contact
- Firm handshake
- Good posture
- No fidgeting

# VOICE

- Clear diction
- Sound sincere and enthusiastic
- Pleasant volume; reasonable pitch level
- No slang

# DURING THE INTERVIEW



# DURING THE INTERVIEW

## Do's

- Go alone
- Use active listening skill.
- Avoid “non” words
- Stress your related skills, accomplishments, education and results achieved.
- When necessary, ask for clarification or to have the interviewer repeat the question.
- Think before you respond—ask for a moment if you need time to think.

# DURING THE INTERVIEW

## Do's

- Turn cell phone OFF
- Give examples
- Have a positive attitude
- Stress your qualifications
- Stress your readiness to undertake the job duties
- Respond clearly & concisely

# DURING THE INTERVIEW

## Don'ts

- Ramble
- Exaggerate
- Use slang
- Dwell on the past
- Volunteer negative information
- Discuss personal problems



# DURING THE INTERVIEW

## Don'ts

- Express strong or controversial opinions
- Interrupt the interviewer
- Be evasive or dishonest
- Call the interviewer(s) by first name
- Smoke or chew anything
- Ask about salary or days off

# COMMON INTERVIEW QUESTIONS



# COMMON INTERVIEW QUESTIONS

## “Tell me about yourself.”

- Use this opportunity to explain why you are the best match for the job:
  - Capabilities
  - Accomplishments
  - Interest
  - Talents
  - Goals

# COMMON INTERVIEW QUESTIONS

- Why do you want to work here?
- Why should I hire you?
- What makes you qualified for this position?
- What are your strengths?
- What are your opportunities (weaknesses)?
- What jobs have you enjoyed in the past?

# COMMON INTERVIEW QUESTIONS

- What kind of work environment do you prefer?
- What are your short/long term goals?
- Where do you see yourself in 5 years?
- Why did you leave your previous job?
- Why are you seeking to leave your current position?

# Behavioral Questions

- Gives the interviewer an indication of how you would handle a particular situation.
- **SCAR-Q**
  - Situation
  - Challenge
  - Action
  - Result
  - Quantify

## COMMON INTERVIEW QUESTIONS

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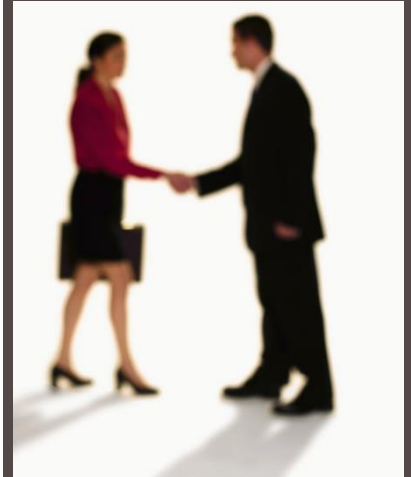
## Illegal Questions

- What is your race/ethnicity?
- What is your religion?
- Do you have any disabilities?
- Have you ever been arrested?
- Do you belong to any social clubs or societies?
- Do you have children/or plan to have children?

UN-COMMON  
INTERVIEW  
QUESTIONS



# CLOSING THE INTERVIEW





# WRAPPING IT UP

## Ask Questions

- Shows interest in working at the company
- Shows you did your research

# YOUR QUESTIONS

- Why is the position open?
- What challenges would you anticipate for someone in this position?
- How would you describe the company culture?
- What would be some initial projects of someone in this position?
- What qualities will make someone successful in this position?
- How does this position contribute to the organization?

# NEXT STEPS

- If given the opportunity, summarize the key points of the interview and your qualifications for the job.
- Ask about next steps in the process.
- Ask when a hiring decision will be made.
- Who might you hear from and when?
- Ask for business cards
  - Or names/titles of your interviewer(s)
- Thank the interviewers by name & for their time.

# CONTACT INFORMATION

- Make sure the interviewer(s) have your phone number and email.



**FOLLOW UP**



# REFLECT

- Take a moment to reflect on how the interview went:
  - What went well?
  - Was there a question you stumbled over?
  - What was the overall “feeling” of the interview?
  - Pros/Cons of the position/company
  - Is there anything you forgot to mention?



# THANK YOU LETTER

- Send every interviewer you spoke with a Thank You letter, promptly.



# REFERENCES

- Notify references that they may receive a call from someone at the company you interviewed with.
- Ask your references to mention something specific about your work i.e. team player, ability to multi-task, cooperation, organization.
- Give your resume to your references.



# FOLLOW UP

- If you do not hear from the interviewer by the specified time frame, call.

# ACTIVITY

Practice!  
Practice!  
Practice!



## WRAP UP

Be the best candidate:

- Skills
- Research
- Professional Dress
- Preparation
- Follow Up

# THANK YOU!

The WRC staff thank you for attending today's workshop and we look forward to learning about your job success. Please let us know when you get that next job!



(703) 777-0150, Select option 6.



[www.loudoun.gov/reportnewjob](http://www.loudoun.gov/reportnewjob)