

SO YOU THINK YOU CAN INTERVIEW?



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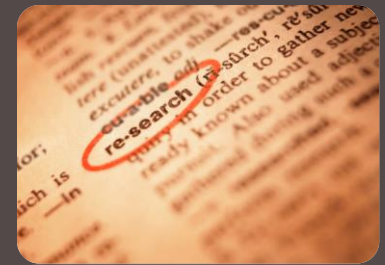
DEFINITION

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

A formal face-to-face meeting, especially one arranged for evaluating the qualifications of an applicant, as for employment.

While this is a very formal definition, try and think of an interview as a conversation with someone about a job opportunity.

INTERVIEW PREPARATION



DO YOUR HOMEWORK

- Review the Job Description thoroughly.
- Research the company's website. Learn about their mission, values, culture, community interests, annual report, stockholders report, press releases, etc.
- Review your resume and be prepared to link your skills & accomplishments to the requirements of the position.
- Prepare your own questions to ask the interviewer.
- **PRACTICE!** Rehearse interview questions with someone who will give you good feedback.

DO YOUR HOMEWORK

- Do you need directions to the interview?
- How will you get to the interview? Do you need to take public transportation? If so, plan accordingly.
- How long will it take you to get there?
- Is there parking? Do you need to pay for parking?
- Should you do a transportation “dry run”? (a drive to the interview in advance so you know where you’re going)
- Do you need to arrange for childcare or pet care?

DO YOUR HOMEWORK

- Be sure that the voicemail greeting on your phone (cell & home) and email address are professional. You may need to create separate accounts for your personal use and your job search.
- Google yourself. What will employers see when they Google you?
- Does your Facebook page (or other social media) have any questionable 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. You do not want anything to detract from your face-to-face interview.
- Proper grooming is important.
- Cover up tattoos and remove body piercings.



MEN'S ATTIRE

- Solid Color Suit (Black, Gray or Navy)
- Solid Color Dress Shirt
- Ties should coordinate with the color of your shirt - small designs are best
- Dark Color Shoes & Socks



WOMEN'S ATTIRE

- Matching Suit (skirt or pants)
- Solid Color Collared Blouse
- Low to Mid Heel Shoes & Proper Hosiery
- Limit Your Accessories

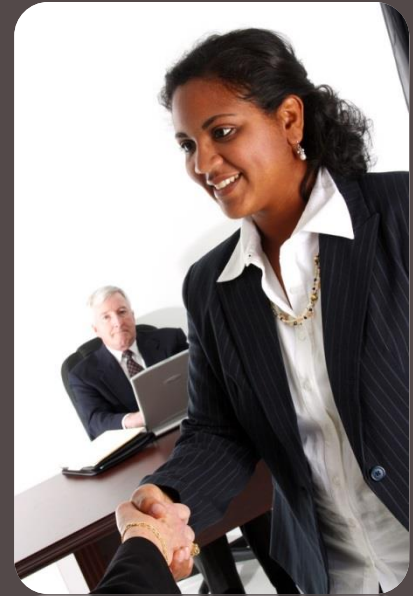
WHAT TO TAKE?

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

WHAT TO TAKE?

- A Letter of Reference (if you have one)
- Put all your paperwork in a Portfolio or a dark folder
- Mints to freshen your breath
- Bottled water in case you get a dry throat

AT THE INTERVIEW



AT THE INTERVIEW

- Arrive at least, but no more than, 15 minutes early to where the interview will occur to give yourself enough time to relax once you get there.
- Make note of the names and positions of the people you interact with, including the receptionist or greeter so that you can send them *Thank You* notes after the interview.

BODY LANGUAGE

- Greet your interviewer with a smile, a firm handshake, and direct eye contact. This shows confidence.
- Do your best to maintain direct eye contact throughout the interview.
- Sit up straight and relax your shoulders to give an appearance of confidence.
- Avoid fidgeting and tapping your finger or foot, playing with your hair, etc. This shows nervousness and can be distracting to the interviewer.
- Show enthusiasm by smiling & using positive facial expressions, nodding appropriately.

VOICE

Speak clearly, in a controlled voice. Vary your tone & pitch—speaking in a monotone voice does not show enthusiasm.

- Use clear diction & pronunciation
- Sound sincere and enthusiastic
- Use a pleasant volume; reasonable pitch level
- Do not use slang words (i.e. “Yea” instead of “Yes”)

DURING THE INTERVIEW



DURING THE INTERVIEW

Do's

- Go into the interview alone. Do not take a friend or your children with you.
- Show that you are actively listening to the interviewer by giving direct eye contact, nodding at what he/she says, rephrasing what the interviewer said in your own words.
- Avoid “non” words such as “Aahh”, “Uhh”, “Umm”.
- Stress your related skills, accomplishments, education and the results achieved.

DURING THE INTERVIEW

Do's

- 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.
- Turn your cell phone OFF.
- Give examples of particular situations to illustrate you have the skills the interviewer is asking about.

DURING THE INTERVIEW

Do's

- Have a positive attitude
- Stress your qualifications
- Stress your readiness to the interviewer that you are ready to undertake the job duties
- Respond clearly & concisely

DURING THE INTERVIEW

Don'ts

- Ramble—take two minutes or less to answer an interview question
- Exaggerate—only state the truth
- Use slang
- Dwell on past negative work situations or speak negatively about co-workers or supervisors

DURING THE INTERVIEW

Don'ts

- Volunteer negative information
- Discuss personal problems
- Express strong or controversial opinions (i.e. political or religious)
- Interrupt the interviewer

DURING THE INTERVIEW

Don'ts

- Be evasive or dishonest
- Call the interviewer(s) by first name, unless he/she invites you to do so
- Smoke or chew anything before or during the interview
- Ask about salary, benefits or days off—this could show that you are more interested in those versus the actual position and company

COMMON INTERVIEW QUESTIONS

CAN YOU ANSWER THESE?



COMMON INTERVIEW QUESTIONS

“Tell me about yourself.”

- Use this opportunity to explain why you are the best match for the job. State your:
 - Capabilities
 - Accomplishments
 - Interests
 - 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 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?

Interviewers ask Behavioral Questions

Behavioral questions give the interviewer an indication of how you would handle a particular situation...

Because:

Your past behavior is the best indicator of how you will respond in the future to any given specific situation.

COMMON
INTERVIEW
QUESTIONS

BEHAVIORAL QUESTIONS

- How do you approach solving a problem?
- Describe your ability to work under pressure.
- Tell me about a time when you had to influence someone else's opinion.
- Give me an example of when you set a goal and were able to meet or exceed it.
- Give me an example of when you showed initiative and took the lead.

CLOSING THE INTERVIEW



WRAPPING IT UP

Ask Your Own Prepared Questions

Why?

- It shows your interest in working at the company
- It shows you did your research

QUESTIONS YOU CAN ASK

- 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?

AT THE END OF THE INTERVIEW

- If given the opportunity, summarize the key points of the interview and your qualifications for the job.
- Ask about next steps in the interview process.
- Ask when a hiring decision will be made.
- Who might you hear from and when?
- Ask for business cards so you have contact information.
 - 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 AFTER THE INTERVIEW



REFLECT

- Take a moment to reflect on how the interview went. Ask yourself some questions:
 - What went well?
 - Was there a question you stumbled over?
 - What was the overall “feeling” of the interview?
 - What are the 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 within 48 hours.
- Emailing is OK.



REFERENCES

- Notify your 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, organizational skills).
- Give your resume to your references so that they are familiar with your work history.

FOLLOW THROUGH

- If you do not hear from the interviewer by the specified time frame you were told you would know about next steps in the interview process, call.

PRACTICE, PRACTICE, PRACTICE

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1. On the left sidebar menu, click Workshops & Career Development.
2. Click on the option, “Resource Materials”.
3. Select “Tough Interview Questions” to open & print the interview questions to practice.

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THE END