

Interview Like a Pro

Career Development Center



PURPOSE of INTERVIEW:

GET A JOB!

Two-Way Learning

Employer Learns about YOU

- Abilities & Talents
- Work Experience
- Education
- Motivation
- Interests
- Personality

You Learn about the EMPLOYER

- Needs
- History
- Work Environment
- Business Activities
- Plans for the Future

TYPES OF INTERVIEWS

1. **Preliminary**: quick screen designed to screen out totally unacceptable candidates, often conducted by phone
2. **In-Depth**: extensive and intense, relies heavily on past experiences to predict future success
3. **Behavioral**: candidates asked questions related to past decisions and experiences
4. **Group Interview**: team of persons from divergent areas ask questions
5. **Patterned Interview**: combination of direct and indirect questioning where the object is to get the candidate to speak freely and let his/her guard down

What Employers Want

- Communication Skills (Oral & Written) #1
- Interpersonal Skills
- Teamwork
- Decision-making ability
- Analytical Skills
- Leadership
- Problem Solving Skills
- Energy, Drive, Enthusiasm
- Competence in Field
- Flexibility

1st STEP

Interview Preparation



BE PREPARED!

1. Research the company and the job.
2. Practice interviewing skills with friend, parent or Career Counselor.
3. Know names of persons with whom you will meet.
4. Know where you are going. Internet directions can be inaccurate.
5. Take multiple copies of your resume and reference page.

Self-Assessment

Analyze:

1. **Your Experiences**: Be able to articulate the skills and abilities you gained
2. **Your Strengths & Weaknesses**: Know how to describe them, remembering to dwell on the positive or show how you have overcome a weakness
3. **Short & Long-Term Goals**: Be able to articulate
4. **One-minute Commercial**: Develop an agenda to sell yourself
5. **Nonverbal Behavior**: Consider doing mock interview with a CDC Counselor

COMPANY RESEARCH

Why?

- Gain information about the company and position
- Enables you to answer interview questions more effectively
- Reflects your interest and enthusiasm in the company and positions
- Demonstrates initiative

COMPANY RESEARCH

What?

- Products or Services
- Standing in the Industry, Competitors
- History
- Philosophy
- Business Methods
- Recent News
- Organizational Structure, Key People
- Locations

COMPANY RESEARCH

Where?

- Talk with current or former employees
- Consult The New York Times Index, Business Periodicals Index and other indices
- Review news articles from the past twelve months
- Check business directories, trade associations, professional societies, almanacs
- View company's website

Warning: Do not limit your research to company's website. Their site is designed and maintained by the company and is likely to contain only good news!

First Impression: *How You Look*

- Don't overlook the power of a good first impression.
- Interviews are not the time to show your fashion flair.
- You don't want your attire to distract.
- Let your personality come through in communication.

DRESS FOR SUCCESS

WOMEN

- Conservative, well-fitted, two-piece, dark suit
- Shined, closed-toe pumps with conservative heel
- Neutral Hosiery



MEN

- Conservative, well-fitted, two-piece dark suit
- Over the calf dark socks
- Long-sleeved white or blue shirt
- Subdued silk tie
- Shined, dark, conservative lace-up shoes



DOs

&

DON'Ts

- Well-groomed hairstyle
- Clean, trimmed fingernails
- Minimal cologne or perfume
- Minimal jewelry
- Multiple piercings or excessive jewelry
- Earrings, beards or long hair on men
- Immodest hem or neckline on women
- Gum or Candy

2nd STEP

Interview Conduct



Interview Tips

- Emphasize your Strengths.
- Don't criticize. State things in the positive.
- Discuss ways you can contribute to the organization.
- Be Assertive, but not Aggressive.

Etiquette

- Be 5-10 minutes early
- Be courteous and respectful to everyone you meet
- Have a firm handshake and good eye contact
- Greet the interviewer by last name if you are sure of the pronunciation
- Wait until you are offered a chair before sitting
- Listen
- Be yourself

INTERVIEW DON'Ts



- Answer with simple “yes” or “no”
- Falsify or exaggerate
- Make derogatory remarks
- Ramble: Think before you begin your response
- Bring up salary and benefits first

Be Articulate

- Use proper grammar and diction
- Pace: Don't talk too fast
- Fillers: Don't fill pauses with "um", "uh," "ah"
- Lose phrases "you know" and "like"
- Use strong, positive words when you talk about your skills and experience

Consider using a 3-Step method to answer interview questions.

STEP 1

State what you're trying to prove.

"I feel that my greatest strength is the ability to manage my time well."

STEP 2

Give concrete examples to prove it.

"Last fall I had a full load of courses - six classes. Since I was President of the junior class, treasurer of my fraternity and working 20 hours a week, it was crucial for me to manage my time well. I even ended up with my highest GPA that semester."

STEP 3

Relate it back to the job.

"I know that time-management is important in this position because of the number of projects that must be completed in a certain amount of time."

Questions You Might Face



- What are your strengths and weaknesses?
- What are your career goals?
- How would you describe yourself?
- Why do you want to work with us?
- Do you prefer to work by yourself or with others?
- Tell me about a confrontation you've had.
- Talk about a time you performed under pressure.
- How will you contribute to this company?

Click on the following link for a detailed list of frequently asked questions:
<http://www.samford.edu/groups/cardev/IQ1.html>

What Questions Do You Have?

Asking questions shows you are interested in the company and the position.

Sample Questions:

- What would my duties and responsibilities be?
- How much employee turnover do you have?
- How large is the department in which this opening exists?
- Why is the position open?
- What type of training does a new employee receive?

CLOSING THE INTERVIEW

Express interest in the job.

If you want the job, ask for it!

"Ms. Smith, I'm very impressed with what I have seen here today; your company, its products, and the people I've met. I am confident I could do an excellent job in the position you've described to me."

CLOSING THE INTERVIEW (cont.)

- Ask the interviewer about the decision making process and time frame
- Thank the interviewer
- Shake hands

Why Candidates are Rejected

- Purpose and Goals not defined
- Rambling: Inability to express thoughts clearly and concisely
- Failure to discuss achievements
- Inability to express interest in position
- Overbearing or Cocky
- Asks few or poor questions

Why Candidates are Rejected (cont.)

- Little interest or enthusiasm, indifferent
- No confidence and poise: weak handshake, poor eye contact, etc.
- Poor personal appearance
- Negative, makes excuses or evasive
- Not prepared: no company research
- Interested only in money or promotions

Final Step

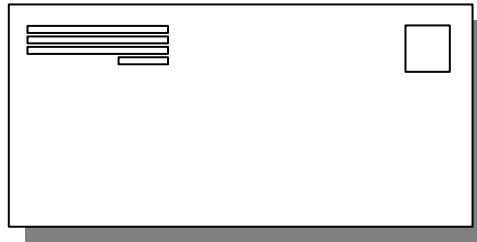
After the Interview



THANK-YOU NOTES

- Sent the following day
- Personal
- Gracious
- Restate Your interest in the job
- Summarize Key Points
- Add any further information to help your case

THANK YOU!



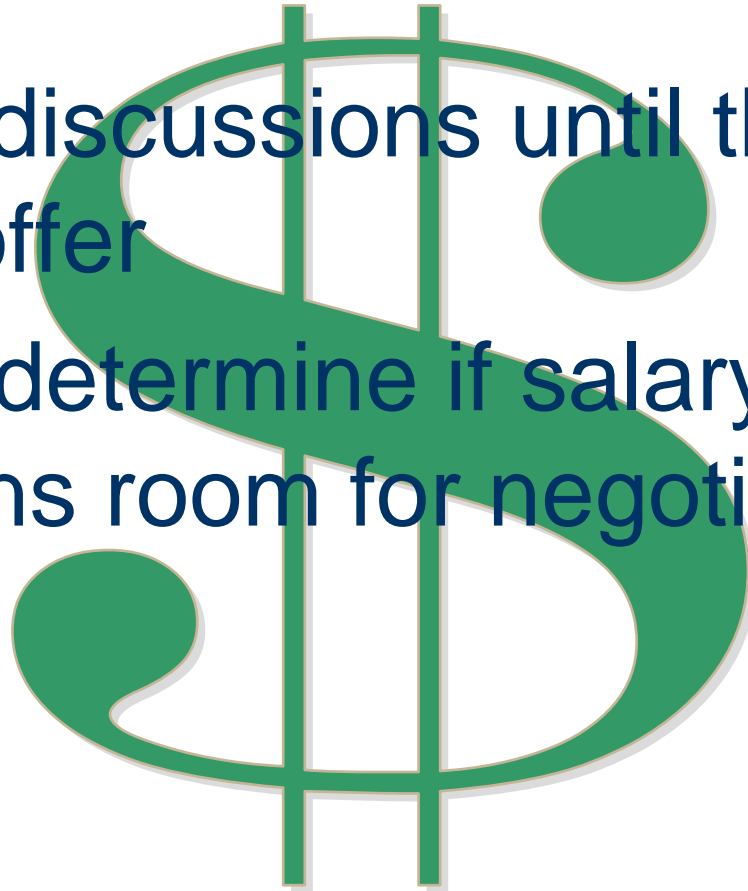
Handwritten is generally preferred.

However, if handwriting is poor generate letter on computer and sign.

Some recruiters prefer an e-mail thank you.

SALARY NEGOTIATION

- \$ Avoid discussions until they make a job offer
- \$ Try to determine if salary is fixed or contains room for negotiation



SALARY NEGOTIATION (cont.)



- \$ Determine how much you need: Consider your expenses, financial goals.
- \$ Know what positions in that geographical area typically pay. Consult salary surveys such as the those in the CDC, or check out internet sites like www.salary.com

KEYS TO SUCCESS

- Know your Job and Career Goals
- Prepare for the Job Interview
- Practice Interview Skills
- Communicate your Strengths
- Be Persistent

On-Campus Interview Requirements

- ☑ CDC Data Sheet completed and signed
- ☑ Resume critiqued by Career Counselor
- ☑ Resume Uploaded to your account on www.samfordbulldogs.org
- ☑ Viewed this PowerPoint or attended an Interviewing Skills Seminar

Cancellation/ No Show Policy

- Notification of **CANCELLATION** received less than 24 hours prior to the scheduled interview will require that a courtesy letter be written to the interviewer along with a copy supplied to the Career Development Center **within 24 hours** of the missed interview. Failure to comply will result in being removed from future interview schedules and loss of the privilege to interview on-campus.
- In the case of a **NO SHOW**, which entails no contact with the Career Development Center concerning cancellation and failure to appear to the scheduled interview, your name will be removed from all interview schedules. To be eligible for future on-campus interviews, a letter of apology must be written to the interviewer and a copy supplied to the Career Development Center **within 24 hours** of the missed interview. In addition, the student must schedule an appointment with a counselor to discuss eligibility for future career services.

HAPPY INTERVIEWING!

- **If you are fulfilling the CDC Interview requirement, please [click here](#) to e-mail us that you have completed the presentation.**
- **Contact the Career Development Center when you land that job!**