

INTERVIEWING

A general overview of the process of interviewing, with an emphasis on appropriate verbal and non-verbal communication.

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You already
have an
advantage:

What is it?????



First things 1st

Know what you've told the employer:

- Review resume, application, and cover letter
 - Remember why you applied for the job/ internship
 - What do you think got their attention?
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Research the company

- Do your Homework:
 - Find out specific facts about the company, locations, products and services, etc.
 - Reinforces your interest in the organization and the job
 - Look up the organization on LinkedIn.com, Hoovers.com, glassdoor.com
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Create a list of skills:

What skills are needed to be
successful in the job?

■ Skills needed:

Where have you used these skills?

- Previous work experience, volunteering, class work, projects

Identify best examples to show foundation in using the skill:

- Skill 1: _____

- Example: _____

- Skill 2: _____

- Example: _____

**Be ready to talk about the skills
and experiences you have:**

Confidence is key to the employer
believing in your abilities

Confidence is gained through
practice and more practice

Types of Questions

■ Intro Questions

- Tell me about yourself?

■ Behavioral Questions, p 63

- Give me an example of a time...?

Answering Questions: Full Circle

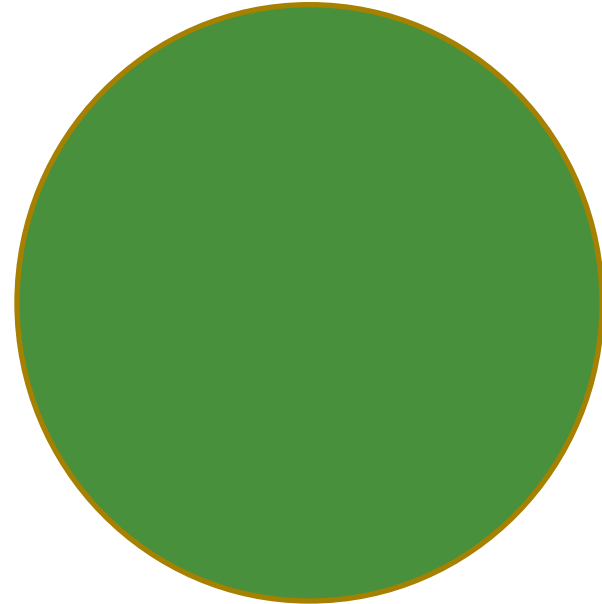
- **C – Circumstance**
- **A – Action**
- **R – Results**
- **A – Apply**

- **Content**

Be specific! Be honest! Be pertinent!

1.) Make sure your response clearly answers the question you were asked

2.) Be aware of cause and effect statements and make sure that what you say supports what you have learned, a skill you have developed, or other such positive outcomes.



Appearance & Dress:

- Conservative and Comfortable are the keys!
- Professional Dress Samples
- Be well-groomed:

- Don't Distract
 - ❑ Your audience
 - ❑ Yourself



Appearance & Dress cont' d

■ Wear the 'right' clothing

Guys

- Dark colored suit (not black)
- White, long-sleeved shirt and undershirt
- Power tie
- Socks should match your suit color
- Shoes should be black, brown leather, or the suit color...POLISHED

Gals

- Dark colored suit or skirt, hemmed to below the knee
 - Light colored blouse
 - Accessorize according to overall color rather than using contrasting colors...
- shoes = pumps of the same color as the suit
- Skin-colored hose

■ Looking Professional

Guys

- Trim facial hair; shave the shadow
- Get a hair cut (a few days before)
- Do not wear visible jewelry except a wedding ring or college ring

Gals

- If you don't wear make-up, ADD a little.
- If you DO wear make-up, lessen the amount
- Get a hair cut; pull long hair away from face with a metallic clip or bind neatly
- Limit yourself to 1 necklace or collar ornament, 1 ring per hand, 1 set of earrings that do not dangle, and no bracelet.

Everyone

Remove **ALL** visible piercing (including tongue studs).

Make sure that tattoos are NOT visible

Do not wear perfume, cologne, or aftershave.

Do wear a watch.

Accessories

■ What to carry with you

- Folder/Briefcase/Portfolio
- Faux-quality pen (black ink!)
- Blank paper
- Extra resume and reference list
- List of questions to ask the interviewer
- Bring your SMILE!
- Appropriate sized handbag



■ What NOT to carry with you

- Anything in your pockets that rattles, jingles, or otherwise makes noise.

Non-Verbal Communication

■ Managing Body Language

Your body will talk for you whether you want it to or not and an interviewer will tend to trust what they SEE more than what they HEAR...so it is important to control your physical presence as much as possible.

- Clutching hands = nervous; a closed-in stance says “Keep Away!”
- Touching face or hair = dishonesty; “I’m not sure that what I am saying is accurate”
- Unnatural voice quality (rate and tone) = nervous; disruptive or distracting speech patterns are hard to listen to. Watch out for mumbling and talking too fast or too high.
- Eye contact disruptions (staring versus eye avoidance) = intimidated; dishonesty
- Personal space invasion (too much or too little) = power struggle; intimidation
- Pulling at clothing = uncomfortable in business attire; clothing does not fit properly
- Posture deficiencies (sitting and standing) = lack of interest in the job
- Direction of leg-cross = lack of interest



After-Interview Etiquette

■ Thank-You Letters

It is proper to send a thank you letter after every job interview or informational interview.

Sending a thank you letter also gives you a chance to have the interviewer's attention one more time before they decide who they will hire!

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