



# Frederick Community College

A photograph of a modern building at night. The building has a dark facade with large, multi-paned glass windows that are brightly lit from within, showing interior spaces. Vertical light strips are mounted on the exterior walls, casting a warm glow. A set of stairs with a metal railing leads up to the entrance on the left side of the frame.

## **Career Services Counseling & Advising**

# You're in the Hot Seat!



# Interviewing 101

# What will we learn today?



- 1) Defining an Interview**
- 2) Parts of the interview**
- 3) Types of interviews**
- 4) What to do before an interview**
- 5) What to do during an interview**
- 6) How to close the interview**
- 7) What to do after the interview**

# Objective #1



# Defining an Interview

# What is an Interview

A photograph of a man in a dark suit and tie, smiling and holding a pen in his right hand. He is looking towards the camera. In the background, a woman with dark hair, wearing a red top and a gold necklace, is partially visible, looking down. The background is blurred, suggesting an office or professional setting.

**The interview is where employment information is exchanged--you learn about the job you are seeking and the employer learns about your job-related qualifications.**

**You are able to sell your skills to the employer to convince them you are the best candidate.**

# Objective #2



## Parts of the Interview



# What makes up the Interview

A blurred background image showing a man and a woman in an office setting. The man is in the foreground, seen from the back/side, wearing a dark suit. The woman is in the background, wearing a green shirt, looking down at some papers. The overall scene suggests a professional interview or meeting.

- 1) Preliminary Screening with Human Resources:**
  - Focus is on employment history, reviewing application and resume for accuracy, and determining if applicant is minimally qualified
- 2) Hiring Interview with the “Hiring Manager:”**
  - Focus is on the specific skill sets and what you can bring to the position.

# Objective #3



# Types of Interviews



# Individual Interview



Conducted by one interviewer. You meet with them one-on-one

# Panel Interview



**Conducted by more than one interviewer. Can consist of up to 4 or more interviewers.**

# Objective #4



**What to do before Interview**



# Be Prepared

A photograph of four business professionals (three men and one woman) sitting in a row of chairs in a modern office waiting area. They are all dressed in business attire (suits and a blazer) and are holding papers, suggesting they are waiting for a meeting or interview. The man on the far left is looking down at his papers. The woman next to him is looking down at her papers. The man next to her is looking up and to the right, adjusting his tie. The man on the far right is looking down at his papers. The background shows a modern office with glass partitions and a drop ceiling.

# Not Panicked

# Before the Interview

A close-up photograph of a hand holding a silver pen, poised to write on a document. The background is dark and out of focus, emphasizing the hand and the pen. The overall tone is professional and focused.

- **Examine your career goals**
- **Know yourself and your skills well**
- **Memorize your resume**
- **Research the company**
- **Practice interviewing**



# Dress for Success- Women



- Suit, dress, or professional looking pants suit
- Always be clean, neat, freshly pressed
- Select conservative but flattering styles
- Choose practical footwear (high heels).




# Dress for Success- Men



- Suit and tie, or dress pants and sports coat
- Always be clean, neat, freshly pressed
- Select conservative but flattering styles
- Be careful of bold/bright colors

# What to do on Interview day

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- A photograph of five people in business attire sitting in a row of black office chairs against a plain white wall. From left to right: a woman in a light grey suit with a serious expression; a man in a light blue shirt and patterned tie, smiling; a woman in a brown blazer with a neutral expression; a woman in a white short-sleeved shirt and black pants, looking down at a smartphone; and a man in a dark suit with a yellow tie, resting his chin on his hand and looking thoughtful. Each person has a folder or papers on their lap.
- **BE ON TIME! (Arrive 30 min. early)**
  - **Greet the receptionist warmly**
  - **No gum or smoking**
  - **Cellphones off and leave earphones home**

# Objective #5



**What to do during the  
interview**



# Use these techniques



- Be Aware of your body language
- Be diplomatic and truthful
- Make positive comments about former employers
- Bring extra copies of references and resumes
- Use a portfolio/briefcase to carry your items

# Begin with the Big 3!



**Firm Handshake**  
**Genuine Smile**  
**Direct Eye Contact**

# The Employer may begin with

A woman with short dark hair, wearing a light-colored blazer, is seated at a desk and looking towards a man whose back is partially to the camera. The man is wearing a dark suit. They appear to be in a professional office environment with a framed picture on the wall in the background.

- “Small Talk” to put you at ease
- Provide company and job info so you understand what the job entails
- Evaluate your social skills; conversation and grammar skills; composure, attitude enthusiasm, and interests



# The Applicant Should



- Listen and respond with concise complete sentences
- Stay on track and don't ramble
- Conduct Dialogue, not monologue

# The Applicant Should



- State contributions you can make instead of the security the company offers
- Answer questions focusing on job-related skills and abilities
- Sell Yourself!

# Questions during Interview



- Answer questions about your work experience, educational history, and job-related qualifications



# Sample questions asked



- Tell me about yourself
- Why are you interested in joining our company
- What qualifications for you have for the position
- Why are you leaving your current job

# Sample questions asked



- What are your strengths and weaknesses
- Where do you see yourself in 5 years
- Can you give an example of a decision you had to make under pressure and how you approached it



# Should I ask any questions



- **YES!!!!!!**
- Shows your interest in the company and position
- Demonstrates that you have done your research
- Allows you to see if the company and position are a right fit for you



# What should you ask



- How will I be trained
- What are the department's goals for next year
- How does this position help to meet those goals
- What are the opportunities for advancement

# What should you ask



- How are performance reviews conducted
- What is the next step in the interview process



# How to Handle your Salary



- Allow employer to approach the subject first
- Know about salaries for the position in your geographical area
- Be realistic about your expectations

# How to Handle your Salary



- Be tactful in how you present your salary request
- Give a salary range rather than an exact amount if asked to state a specific salary

# Objective #6



## Closing the Interview

# Final Steps of the Interview



- Clarify the next step in the process
- Remember to offer your references
- Prepare a closing statement to show interest



# Final Steps of the Interview



- **Thank the Interviewer**
- **End with the Big 3**
  - **Firm Handshake, Genuine Smile, Eye Contact**
- **Thank the staff on the way out**

# Objective #7

A 3D rendering of a red stick figure standing in the center of a crowd of grey stick figures. The red figure is holding a white rectangular sign with both arms raised. The sign has the words "HIRE ME!" written in red, hand-drawn capital letters. The crowd of grey figures is blurred in the background, creating a sense of depth. The overall scene is set against a dark, muted background.

HIRE ME!

## After the Interview

# Effective Follow-Up

- **Immediately send a thank you letter**
- **Follow up with additional info if requested**
- **Review your performance**



# Effective Follow-Up

- Learn from the experience, stay positive, and continue to actively search for jobs
- Evaluate the position carefully before accepting

**Use these tools**



**Is now in the palm of your  
hand**