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

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

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.
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
Before the Interview

- 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

- 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

- “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 potion in your geographical area
• Be realistic about your expectations
How to Handle your Salary

- Be tactful in how your 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

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