What is an interview?

An interview is a strategic conversation. Interviews are opportunities:

⇒ For employers to meet you, assess your personality, and see how you would fit into the organization.
⇒ For you to sell yourself to the employers
⇒ For you to learn about the position and to determine if you want to work for that company.

Before the interview:

⇒ Be knowledgeable of your skills, interests, and values and how they fit the position you are seeking.
⇒ Research the company.
⇒ Arrive 15 minutes early.

After the interview:

⇒ Debrief: Make notes as soon as possible so that you can reflect on your responses.
⇒ Ask for the interviewer’s business card.
⇒ Send a typed thank you letter immediately.

10 Keys to Successful Interviewing

- Practice, Practice, Practice-Be Prepared!!
- Be concise-Limit your responses
- Concrete information-Provide details of your experiences
- Make a good impression-5% of your messages are non-verbal
- Discuss short stores-Be prepared to offer EXAMPLES
- Put yourself on their team
- Maintain a conversational flow
- Ask questions at the end of the interview
- Recognize your stress and nervousness
- Find opportunities to mention strengths

Great Expectations

Employers hire people to perform specific tasks in the course of producing quality goods and services.

Workers are more than warm bodies hired to fill up space at desks and machines, and employers expect them to be enthusiastic and show genuine interest in the company. If you can get excited about your job, you will be eager to be successful doing it. Some important employer expectations that show employee interest in the company are as follows:

- **Quality Work**
- **Productivity**
- **Punctuality**
- **Honesty**
- **Responsibility**

What to bring

- Extra Resume
- Portfolio with notepad and pen
- List of questions about the position
- Tissue or handkerchief

Nonverbal Communication

- Be pleasant to absolutely everyone
- Project enthusiasm and confidence
- Make eye contact
- Greet the interviewer
- Provide a firm handshake
- Sit upright and avoid fidgeting
- Remember to smile
Oh No, What do I say?

Questions Asked by Employers

1. Tell me about yourself.
2. Describe your ideal job?
3. Why did you leave your previous job?
4. What type of salary are you looking for?
5. Where do you see yourself in 5 years? 10 years?
6. Name 3 adjectives that best describe you and why?
7. Discuss a program that you organized or developed.
8. What is your greatest strength and weakness—why?
9. Give an example of a time you worked under pressure?
10. What type of presentations or workshops have you done?
11. What skills do you feel are necessary to work in this field?
12. Describe a multi-cultural environment you have worked in?
13. What type of computer programs do you use on a regular basis?
14. Do you prefer to work more in an individual or team environment?
15. Discuss a difficult situation with a supervisor, and how you handled it?

Tell Me About Yourself—

Ideally the answer to this question should be approximately a 2 to 5 minute overview of your background tailored to match the company and position. Your goal is to practice this answer verbally until it become second nature.

Step 1 Begin with an upbeat statement
   "I would like to focus on my previous and currently positions and how successful and rewarding they have been. My career began when…"

Step 2 Include some accomplishments. Try to use one or two power stories that focus on your results. "My current position has given me the opportunity to…"

Step 3 Why are you seeking this position?
   "Currently I am looking for a position doing ______ because______.

Step 4 Use a closure statement to create a smooth ending
   "Is there anything else you would like me to cover?"