INTERVIEW SUCCESS
INTERVIEW 3 PART HARMONY

- Before...preparation
- During...performance
- After...follow-up
Prepare:

- To make a great first impression
- To develop your confidence
- Meet or exceed your interviewee's expectations
- Practice, practice, practice
Right or Wrong. Your first impression is always based on your appearance:

- Experts say that interviewees should expect every nuance of their appearance to be noted and interpreted at a job interview.
- Conservative is your best bet...for now
Dressing Tips For Men

- Suit: Dark blue, brown, or gray
- Shirt: White, light blue
- Tie: Contrasting (with some red)
- Shoes: Black or Brown
- Belt: Matches shoes and socks; match slacks
Dressing Tips For Women

- Skirt/Slacks: Dark blue, brown, gray
- Blouse: Light colored, not floral
- Shoes: Conservative

- Avoid:
  + Tight or revealing clothing
  + Shoes with straps, high heels, light colored
  + Large or too much jewelry
  + Ruffles, scarves, distracting prints
MORE “NUANCES”

- Impeccable Grooming is a must!

- Again, conservative is your best bet:
  - A purposeful hair style for men and women
  - Less is more with make-up
  - Well-groomed facial hair – if at all
  - Tattoos and piercings – hmmm
  - Easy on the cologne
Experts say memorize – literally memorize – a 60 second personal “INFOMERCIAL” about yourself.

Your infomercial can include:
- Your hometown
- Your degree and focus, minor, concentration
- Your specific professional interests
- Your specific personal interests/activities, especially if they highlight leadership, discipline, dedication, sacrifice, a high level of skill, competitive spirit
- Specific skills, expertise, special training, certificates
- Future goals and aspirations
- Why you want to work for the interviewer’s company
The Behavioral Interview

- Past Behavior = Future Behavior
- The interview relies on story telling
- Interviewers will ask you how you’ve handled specific situations to find out what behaviors, skills, and decisions you used to solve problems.
- Tell your story in 2 minutes or less using the STAR method
**STAR**

**EFFECTIVE STORY TELLING = EFFECTIVE INTERVIEWING**

- **S** – Situation: tell the WWWWH
- **T** – Task: tell the problem, challenge, goal
- **A** – Action (this is the most important part):
  - Give 3 examples of actions you took to solve the problem, overcome the challenge, attain the goal
- **R** – Results: Good or Bad
SOME SAMPLE QUESTIONS

- What are your 3 greatest strengths/weaknesses?
- Give me an example of a time you took initiative, where you went above and beyond what was expected of you.
- Tell me about a time when you had to manage several tasks at the same time that will convince me that you are capable of multitasking.
- Describe a situation where you’ve had a conflict with another individual, and how you dealt with it. What was the outcome?
- What’s the biggest mistake you ever made and how did you try to fix it?
- Do you like working in groups or alone? Tell Why?
- What 3 words best describe you?
PRACTICE, PRACTICE, PRACTICE

- Write your answers and stories
- Write them again
- Now speak them to yourself
- Practice speaking them to someone else
  - friend
  - family
  - career services
Why?

- To find out whether or not it’s a place you want to work.
- To discover what skills the job or company most values so you can align your strengths, skills, and abilities to those needs and desires.
- To impress the interviewee by having a direct answer to: “What do you know about our company, and why do you want to work here.”
- To be able to make informed, intelligent queries when the interviewer asks if you have any questions.
Interview Etiquette

- Be prompt – 10 minutes early.
- Be friendly and respectful to anyone you encounter before your interview.
- Bring a portfolio with numerous copies of your resume, paper, pen, notes.
- Give a firm handshake, friendly greeting, and repeat your name.
- Wait to be invited to sit.
- Hands held loosely in your lap or holding your open portfolio.
- Watch for signs that the interviewer wants to wrap up the interview.
“SO...TELL ME ABOUT YOURSELF”

IS THE FIRST QUESTION AN INTERVIEWER ASKS IN THE VAST MAJORITY OF TIMES:::

- This is where you set the tone for the interview.
- Confidently deliver your memorized 60 second “infomercial.”
- A smile conveys confidence, high self-esteem, competence, warmth, and enthusiasm.
- Tell something unique to remember you by.
- Be funny if you can.
END OF THE INTERVIEW ETIQUETTE...

- Give another enthusiastic handshake with a smile
- Thank your interviewer for his or her time
- Thank and bid “good-bye” to anyone who greeted you
AFTER – FOLLOW UP

- Sit down at the nearest desk and write notes about what you talked about
- Write a thank you letter/note within 24 hours
  + Type or write your letter
  + Hand sign your letter
  + Hand address your letter
  + Mail your letter

This is appreciated and expected
HARMONY: THE KEY TO FEARLESS INTERVIEWING

- Is to practice, practice, practice

- This is your opportunity to tell an employer about your skills, abilities, and strengths, how you used them to accomplish your goals in the past, and how you’ll use them to help your future employer meet theirs.

- You’ll be glad you did when you walk away from an interview knowing you nailed it!