

# Interviewing Skills



“What You Should Know”

Unit 1 Employability

# Why Go Through an Interview?

- The job interview provides an opportunity for you to sell yourself verbally to the employer on why you are the best applicant for the job.



# Key Concepts



- Researching a company before an interview enables you to answer intelligent questions.
- Preparing a 30 second “commercial” about yourself is a good way to rehearse for an interview.
- It is illegal for an employer to ask things such as your citizenship.
- Interviewers look for applicants demonstrating a positive attitude.
- In a follow-up letter, you should restate your continued interest.

# Before an Interview: Getting Ready

- An *interview* – is a formal meeting between an employer and a job applicant.
- Gives the employer a chance to meet you in person, not just a name on a resume.





# Know before you Go:

## *Research the Company*

- Please do your research in order to ask intelligent questions.
- Employers want people with a willingness to learn and grow.
- **Research:**
  - Use library for books, magazines and newspaper articles about the company and current industry trends.
  - Ask public relations department for annual report/see company's history.
  - Visit the company's Internet sit for up-to-date-information
  - Talk to people who work for the company.
- **Remember:** The more you know about a company, the better to showcase your ideas.

# Rehearsal Time

- **Practice your telephone skills:**
  - When requesting an interview, speak clearly and repeat the appointment time and location.
  - Remember: You make your first impression on the phone.
- **Interview with a friend:**
  - Have a friend ask you typical questions and comment on your interview style.
- **Use a mirror:**
  - Are your facial expressions alert and pleasant?
  - Are you sitting up straight?
  - Are you fidgeting?



- **Use a tape recorder:**

- Are your words clear?
- Do you sound confident?

- **Prepare answers to typical questions:**

- Ex. What can you tell me about yourself?
- One clever strategy is to prepare a 30-second “commercial” that highlights your unique talents and skills.



# *Dress for Success*

- Carefully plan what you will wear for an interview.
- When in doubt, think conservative.
- Let your skills stand out, not your tie or dress.
- Be sure that you're neat, clean, and well-groom, shined shoes and no fancy jewelry.
- Remember: "First impressions are lasting impressions"







# Dressing for Success

## Do's

- Make sure hair is clean and combed.
- Shower and/or shave and use deodorant.
- Wear clean shoes
- Wear conservative and appropriate clothes neatly pressed.
- Trim fingernails.

## Don'ts

- Use lots of hair spray.
- Use perfume or cologne.
- Use heavy makeup
- Wear sandals
- Wear clothes what will wrinkle easily
- Wear bright nail polish.







# Vital Tips

- Arrive on at the interview on time (10-15 minutes early).
- Arrive alone (do not bring a friend).
- Bring a pen, notepad, and 2 copies of your resume.
- Be prepared to fill out an application (along with social security numbers and references ready)



# During and Interview: It's Show Time



- **Attitude**

- Displaying proper attitude is highly important.
- Let your smile and enthusiasm project the proper attitude.

- **Body Talk**

- **Body language** – the gestures, postures, and eye contact you use to send messages.
- Ex. A firm handshake signals self-confidence; nodding your head shows that you are thinking, while biting your nails may suggest that you're too nervous to handle the job.

# When at the Interview:

## Do's

- Arrive on time and alone.
- Have a positive attitude.
- Act enthusiastically.
- Make sure that you are up on current events.

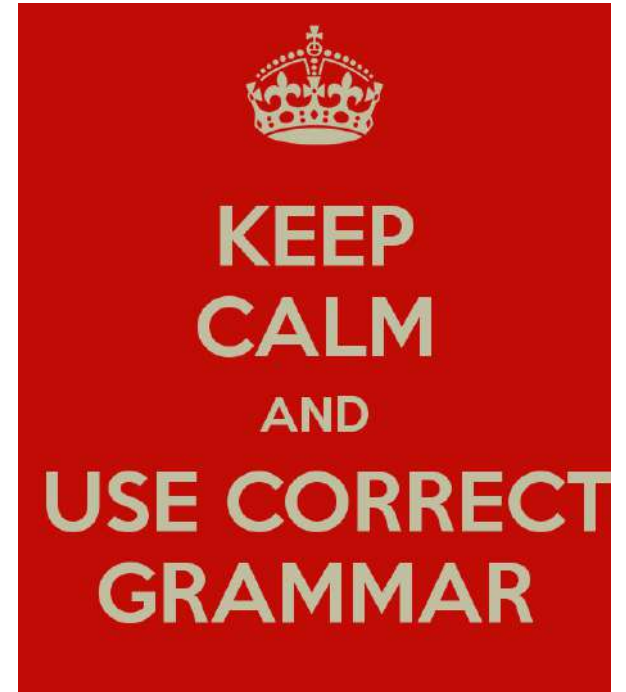


## Don'ts

- Make yourself at home in someone's office until you have been invited.
- Chew gum.
- Give on-word, yes or no answers.
- Appear desperate.

## • **Speaking for Success**

- Interview success depends not only on what you say but how you say it”
  - “Hello, it’s nice to meet you in a clear, confident voice immediately creates a positive, adult impression.
- Listen attentively.
- Use ***standard English***. Don’t speak too quickly, and enunciate so that the interviewer doesn’t have to strain to understand you.



# Typical Interview Questions

- At an interview, an employer tries to find out who you are and what you can do for the company.
- Be ready to answer standard interview questions such as the following:
  - What goals have you set for yourself?
  - What do you think are your greatest strengths? Your greatest weaknesses?
  - Why did you apply to our company?
  - Why would you be right for this job or position?
- Honesty is the best policy. If you don't understand a question, ask the interviewer to clarify it.





- **Tough Questions:**

- What qualities that you have that offset your lack of experience?
- Are you going to move to a better job as soon as you gain experience here?

- **Questions That You Can Ask:**

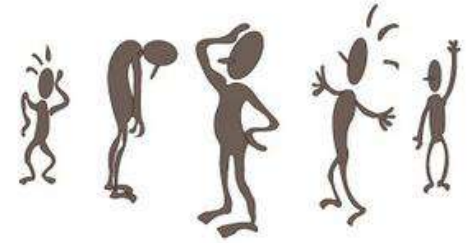
- What are the employee benefits?
- What does the health plan cover?
- Does the company pay for training?

- **Questions not to ask?**

- How much money will I make?
- When will I get paid?



# Remember – Body talk



- When you interact with people, you communicate through **body language** (gestures, posture, and eye contact used to send messages.
  - Ex. Eye contact shows that you are paying attention.
  - A firm handshake signals self-confidence.
  - Nodding your head suggests that you are thinking while biting your nails may suggest that you are too nervous to handle the job.

# An Interviewer Can't Ask

- An interviewer does not have the right to ask you about certain matters.
  - Your age
  - Children or child care
  - Disabilities, citizenship
  - Lawsuits or AIDS or HIV status



Questions  
are  
guaranteed in  
life;  
Answers  
aren't.

# Inappropriate Questions for Interviewees to ask!!

- ✓ How old are you?
- ✓ Are you a U.S. citizen? What race are you?
- ✓ When was the last time you were arrested?
- ✓ Does your family approve of your travel?
- ✓ Are you married, divorced, single?
- ✓ Do you have children? Do you have after school care?
- ✓ Are you Catholic? Jewish? Or any religion?
- ✓ Are you gay?



# NOTE!!!

- Potential employers cannot ask you questions regarding ethnicity/citizenship, age, gender, language, religion, marital status, veteran status, disabilities, and criminal/credit record.
- Remember: if you mention it, then they can ask you more information about it.



# Questions to Avoid



- Salary, Vacations, Benefits and Sick Leave
  - When asked about salaries, be prepared with research — know what other companies pay for similar positions and give a range
- Don't answer questions about...
  - Race, sexual orientation or marital status
  - Unemployment payments or what your spouse or family do for a living
  - Arrests, religion, or national origin
- The employer is advised against asking these types of questions, but may ask them anyway.

# Remember – Speaking for Success

- Interview success depends not only on what you say but on how you say it.
  - For example: Saying “hello”, it’s nice to meet you” in a clear, confident voice, immediately creates a positive, adult impression.
  - When you speak, use standard English as you did on your resume.
  - Don’t speak too quickly; annunciate so that the interviewer doesn’t have to strain to understand you.



# First Impressions Count

- Proper handshake
- Proper introduction
- Good posture
- Neat appearance:
  - Proper attire for your job market
  - Be groomed
  - Personal hygiene







# How to Screw Up an Interview

- Making jokes that make no sense
- Sitting against the wall to fill out an application
- Listening to music, eating, talking on the cell phone, or reading text messages during the interview
- Displaying your hobbies, especially if they are irrelevant to the job
- Saying the only reason you're looking for a job is to prove you're searching for a job so you can get an unemployment check

# After an Interview: Follow Up

- Jot down some notes. Did you speak clearly? Did you use standard English? Did you forget something important? Use notes to improve on your next interview.
- Send a follow-up in which you thank the interviewee, reinforce how your skills can benefit the company, and restate your continued interest in the job.
- Don't forget to call back.



# If You Don't Get the Job...



- Consider it a learning experience
- Be respectful and tactful when speaking with the employer.
- Ask why you were not hired. Feedback will help you in future interviews.
  - Do I need more training?
  - How can I improve in my interview?

# Remember

- Prepare carefully for the interview. Research the company and current events in the industry.
- Rehearse before and interview.
- Plan what you will wear and dress conservatively and avoid flashy items.
- Appear neat and well groomed.
- Arrive on time (10-15 minutes prior)



# Some Things to Remember

- Dress appropriately for the job
- Be neat and well-groomed
- Go to the interview alone
- Be on time
- Use good manners and appropriate gestures
- Pay attention to the interviewer
- Ask appropriate questions about the job
- Have necessary personal reference information with you
- Smile and relax
- Ask some opening questions
- Have good posture
- Sound enthusiastic
- Make eye contact
- Avoid distracting habits (rocking, etc.)

# Remember!!!!

- A ***positive attitude*** is essential to succeeding in the workplace. In essence, people with a positive attitudes do not create conflicts at work.

