The Interview

Senior Seminar Spring 2020



Overview

- □ Getting the interview is often the hard part.
- This is what you've been hoping for, so be prepared.
- □ This is where you need to really show off your communication skills.

Getting prepared

- Be on time.
 - > Should be about 10 minutes early.
 - If you need to find the location ahead of time, do so.
- □ Turn your electronic devices OFF.
 - This is not an hour (or day) you need to be keeping up with everybody.

Getting prepared

- Do your homework.
 - > This time it needs to be memorized.
 - > Know the names of important people.
 - > What does the company do?
 - > How is it structured?
 - ➤ What does the job require?
- Be able to discuss other areas in the company where you might be able to contribute.

Getting prepared

- Be able to speak the "language," but don't overdo it.
- □ Have info/data ready to use when appropriate.
- Relay your academic experiences in the form of skills and characteristics the employer can relate to.

Getting prepared

- Make sure you put some thought into how you can match your qualifications to the needs of the job advertised.
- You need to **practice**.

Dressing the part

- Dress for the part, or half of your interview is over before you answer the first question.
- Conservative is better.
 - > Hair. Don't get a haircut the day before.
 - > Makeup, suit and tie, fingernails, etc.

Dressing the part

- Business casual to business professional.
 - > Casual pants/skirt, button up shirt/blouse, tie.
 - > Dress pants/skirt, shirt/blouse, tie, jacket.
- Comfortable "dress" shoes.

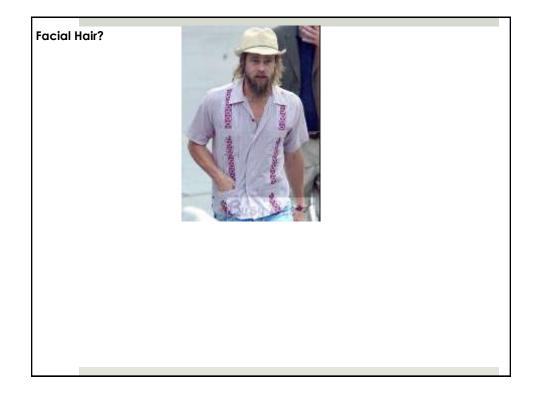






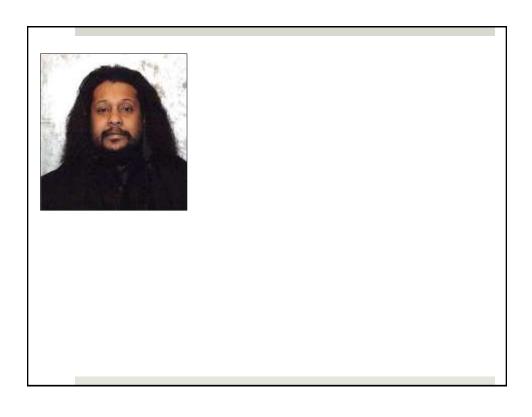






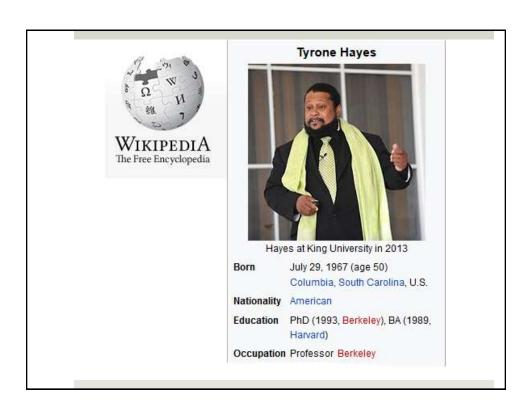












How to act

- Make eye contact, but don't get creepy.
- ☐ Firm handshake with right hand.
 - > Carry materials in your left hand.
 - > Get a portfolio, don't carry a bag.
- Be confident, but not arrogant.
 - > You need to sell yourself.
 - > It is not bragging if it is true and accurate.
- Remember to smile. It puts everyone more at ease.

How to act

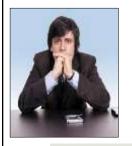
- □ Try to act comfortable, even if you are nervous.
- Be aware of your body language
- Learn how to sync your body language with your answers.
 - Can they tell you are really excited about working for them?







Body language: do's and don'ts









Practicing/Honing your skills

- □ Good skills come from practice.
 - > Career Development Office (Mock Interviews).
- Mock interviews help identify distracting behaviors and mannerisms.
 - > CDO Mock Interviews are taped.
 - Caution: Do not apply and interview for jobs that you do not intend to accept just to get practice.

The Video Interview

- Know your technology and be ready with an alternative.
 - Have the employers phone number handy in case something goes wrong.
- Still dress professionally (all the way).
- Set up the computer in a secluded and professional looking area of the house. Turn off all other electronic devices.
- Turn off all other computer programs to eliminate any embarrassing "alerts."
- Don't have people, pets, or children around in background.

The Phone Interview

- Be polite and talk directly into the speaker.
- Find a quiet location and tell the others in the house to leave you alone.
- Write down names as introductions are made.
- Stay focused.
- No music or TV going, or audible noise from people or pets.

Things for you to ask

- □ What will a typical day be like for me?
- How would you describe the personality of your company? ...the employee culture?
- What would be the usual progression of a person in this position?
- Might want to ask about medical and retirement packages if they haven't already done so.
- At end of interview, ask when you can expect to hear from them (when will they make a decision?).
- NO QUESTIONS??

Indicate that you:

- Were unprepared
- Lack interest
- Lack curiosity

After the interview

- □ Within a week send a simple & brief thank you card.
 - You enjoyed meeting them.
 - > You gained valuable information.
 - > You appreciated their time.
- □ Wait to hear from them! (Do not harass!)

