

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.

Dress to Impress



T-shirts, no matter how 'nice' you think they are, are not appropriate for an interview or most jobs.

Avoid jeans full of holes, actually... just avoid jeans altogether.



Hats aren't going to win you any points. Comb your hair and leave the cap at home.

Don't forget the basics: take a shower and take care of basic hygiene issues so you don't scare your interviewer away.

A button-down shirt and a tie for the gentlemen and an appropriately fitting shirt for the girls will keep employers impressed. Add a suit jacket for an even classier look.

Get rid of the surly attitude and greet your interviewer with enthusiasm and a firm handshake. Remember to make eye contact!

Dress to impress from head to toe...no flip-flops, sneakers or funky boots.

Infographic by Alberta Vioreri

Interviewing Attire

Dos

- Jewelry in moderation
- Conservative 2-piece suit
- Skirt: Knee-length
- Hosiery at or near skin color
- Dark Shoes

Don'ts

- Necklace too large/distracting
- No bright colors/patterns
- Capris; too casual
- No open-toed shoes



A GUIDE TO SOCIAL DRESS CODES FOR MEN

Presented by: Real Men Real Style

White Tie	Black Tie	Creative Black Tie	Semi-Formal/Business	Business Casual	Casual	Ultra Casual
						

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Facial Hair?



Facial Hair?



General Hair Styles: neat, clean, and not too distracting









WIKIPEDIA
The Free Encyclopedia

Tyrone Hayes



Hayes at King University in 2013

Born July 29, 1967 (age 50)
Columbia, South Carolina, U.S.

Nationality American

Education PhD (1993, Berkeley), BA (1989, Harvard)

Occupation Professor Berkeley

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!)**

Good Luck!

