Effective Interviewing Workshop

Walsh College
Career Services
The Interview Agenda

The Employer
- Do you want the job?
- Can you do the job so well that you’ll make money for the company?
- Are you a good fit for the company and team?

The Candidate
- Market strengths, skills, experience
- Learn more about position

The Process - 30 minutes
- Greeting
- Discussion of your background and credentials
- Your questions
- Wrap-up
The Interview Checklist

- Be prepared
- Dress for success
- Be prompt/professional
- Ace the interview
- Identify your skills
- Prepare a 30-second commercial
- Prepare questions
The Interview Checklist (continued)

- Why did you leave? Have positive answers
- Respond behaviorally with positive outcome scenarios
- Never make negative comments
- Everyone is a decision maker
- Body language
- Closing
- Follow-up
Be prepared
- Research the company

Be dressed for success
- Guidelines follow

Be prompt/professional
- Arrive 15 minutes early
- Resume/References

Ace the interview
- Information: value-building
- Presentation: rapport-building
## Dress for Success Guidelines

### MALE CANDIDATES
- Quality suit in dark neutral color
- Solid white or blue dress shirt
- Conservative tie
- Dark, polished leather shoes
- Dark calf-length socks
- Conservative hair
- Light jewelry
- Avoid cologne/after shave
- Classic trench coat
- Briefcase or portfolio

### FEMALE CANDIDATES
- Quality suit or pantsuit in dark neutral color (avoid linen)
- Tailored shirt/shell in light color
- Closed toed shoes, polished
- Neutral colored hose
- Conservative make-up
- Conservative hair style; long hair pulled back
- Light jewelry
- Avoid perfume
- Classic trench coat
- Purse, briefcase, or portfolio—carry only one
Prepare a 30-second commercial

Thirty-second monologue describing the benefits of buying a particular product or service - YOU

Prepare questions--to answer and ask

Answering questions: your goal is to match your strengths to the requirements of the position

- Be prepared for tough questions

Asking questions: conveys your interest in company/job

Remember:

Never be negative about former employers. Treat everyone as a decision maker.
Identify your skills
Be prepared to answer questions assessing the following competencies:

- Respect for Others
- Teamwork/Cooperation
- Customer Orientation
- Continuous Learning/Development
- Vision
- Leadership/Initiative
- Communication
- Organizational Skills
- Interpersonal Skills
- Honesty/Integrity
- Conflict Resolution
- Problem Solving
- Decision Making
- Goal Orientation
- Attention to Detail
- Creativity
- Adaptability
Respond behaviorally
Be prepared to answer behavior-based interview questions

The STAR Technique

- S – Establish the Situation
- T – Establish the Task
- A – Describe the Action
- R – Describe the Result

Prepare positive outcome scenarios from your work/academic history that support each skill/ability by using the STAR technique.
Behavior-Based Questions

- Describe a situation where you had to deal with a difficult customer/client.
- Give an example of when you demonstrated effective leadership skills to solve a problem.
- Tell me about a time when a team member was not pulling his/her own weight. What did you do to get him/her to contribute his/her fair share?
- Describe an important goal you have achieved, and how you achieved it. Tell me about setbacks you experienced.
Salary Requirements

- State you are a good match for the position and would consider a competitive offer.
- Don’t ask if there is room for advancement – the employer generally wants to hire a long-term candidate for the job. This can be discussed after an offer is made.
- What if you are overqualified? Don’t convey it is your foot in the door. Convince the employer you will be happy with the opportunity.
Body Language

Non-verbals speak louder than words

- Handshake
- Eye contact
- Attitude
- Enthusiasm
- Posture
- Fidgeting
The Closing

- Firm palm to palm handshake
- Appreciation for interview
- Restate interest in position
- Next action
- Business card

Follow-Up

- Self-review
- Thank you letter(s)
Summary of Recommendations

- Spend 40 hours a week actively seeking employment; establish a regular schedule
- Establish a target list of 100 companies
- Review the business section of papers
- Networking is key to your success; attend events every week and become an expert at developing relationships
- Use community and the career services resources
Summary of Recommendations

- Research organizations before applying
- Target resumes and cover letters
- Practice interviewing skills
- Always send thank you letters
- Maintain a positive attitude; it is a process to find a job and resilience is important
- Expect success! You \textit{can} be successful, but you have to be an A+!
Take Charge Blog

www.walshtakecharge.blogspot.com

Job Search Resources

www.walshcollege.edu/takecharge
(forward slash)

http://online.onetcenter.org