

Interviewing Tips

ATSU Student Services

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Sources: "Interviewing Tips" in the Wall Street Journal

"Don't Blow the Interview" by Ralph Ferrone

"Job Seekers Handbook" by Rodney S. Laughlin

"Interviewing Information" CollegeGrad.com

The most important hour...

“The job interview is the precious period in which you are sized up by a powerful person who may well decide whether or not you get the position you want. You can prepare for the interview just as you do for many another tests and enhance your chances of winning an offer.”

--Marshal Loeb – Wall Street Journal

Interview Goals

- Stand out of the crowd in the interview
- Learn all you can about the employer
- Pay attention to every detail
- Prepare 5-6 questions in advance
- Rehearse answers to common questions
- Research typical salary ranges for the job type

Personal Information

- Email address
 - Do not use cute, silly email addresses
- Change your voicemail message on all phones to be concise and professional
- Triple check your resume for errors
- Practice adult language
 - No “like”, “cool”, “you know”, “um”

References

- Choose references that have a direct connection to the type of job you are seeking
- Ask before using the person
- Make sure their information is correct on your resume
- Make sure they can give you a good reference

Interview Day

- Come 15 minutes early to the interview
 - If you arrive earlier wait in the car
- Do not primp in front of the office staff
- Be polite to everyone
 - Support staff will report your behavior
- Keep a handkerchief handy to wipe off sweaty palms
- Wear a suit & don't forget your shoes

Interview Day Meal Etiquette

- Arrive at restaurant first
- Wait to be seated
- Order simple food that is easy to cut & chew
 - No shellfish, finger food, steak or pasta
- Do not try to extend the lunch
- Get follow-up information

The Interview

- Be prepared
- Be a good listener
- Establish a rapport
 - You will be judged on
 - Attitude
 - Work ethic
 - Intelligence
 - Honesty

Interview Day Continued

- When asked to describe yourself limit to 60 to 90 seconds
- Let the interviewer do the bulk of the questions
- Ask at least 1 or 2 questions (80/20 balance ideal)

The Interview Continued

- Score points – throw in comments about teamwork and work ethics
- Don't ask questions about salary, time off or office hours
- Be prepared if you are asked about desired salary
 - My primary goal is to work for XYZ; While my salary is important, it is a secondary consideration -- I am sure that I will be treated fairly.

Interview Day Continued

- Be careful what information you volunteer. Remember that any personal details you give become fair game for questions. Before the interview, think about what information you would mind sharing versus what you would not.
- If the interview veers into the realm of your personal life, steer it back to a job discussion. Try to turn any personal information you've given into assets that would help your being hired.

Interviewing Tips

- There are things interviewees can do to leave the right impression, recruiters say.
- 4 tips to help ensure that your air of self-confidence won't cross the line into arrogance.
 - Talk Teamwork
 - Engage Everyone
 - Convey Interest with questions
 - Have Realistic Expectations

Interviewing Tips

- Questions about your weaknesses – Seven strategies for answering
 - Cite a weakness that can prove to be an asset
 - Cite a corrected weakness
 - Cite a lesson learned
 - Cite a learning objective
 - Cite an unrelated skill
 - Deflect
 - Address the unspoken question

After the Interview

- A follow-up letter is very important and should be sent within 24 hours of the interview to all interviewers
- Compose individual letters to each interviewer – they may pass them around. Should include:
 - Thank you for your time
 - An expression of interest/enthusiasm
 - Why you are a good fit
 - What you can contribute
 - Reference to points discussed during the interview
 - Restatement of any follow-up agreement

Job Offer!!!

- Send individual thank you letters immediately to all interviewers
- Thank each one for his or her support and confidence and for the opportunity to join them and work together.
- This touch could well reinforce their decision to hire you, demonstrate your professionalism -- and, yes, score another plus for you!

Website Resources

<http://www.collegegrad.com/intv/>

<http://www.careerjournal.com/jobhunting/interviewing>

<http://interview.monster.com/archives/tips>

<http://www.careerbuilder.com/JobSeeker/CareerBytes/Articles.aspx>