Interviewing

When pursuing an internship or job, an interview is almost always part of the process. Interviewing is a skill that can consistently improve through practice and constructive feedback. This presentation is designed to help you prepare for the interview process. Please CLICK on links throughout the presentation as there will be questions from these links on the quiz.
Interview Methods

**Standard**
Probably the most common method used, questions typically asked include:
- Tell us about yourself
- What are your strengths/weaknesses?
- Why should we hire you?
These questions are designed to provide the interviewer with general information covering a variety of topics.

**Behavioral**
The focus is on past behaviors to predict future behavior. Typical questions include:
- Describe a time you worked as part of a team.
- Tell us about a time when you failed.
The interviewer is assessing your behavior in a particular situation.

**Situational**
The primary purpose is to assess “what would you do?” The interviewer presents a problem you offer a solution. For example:
- A deadline for a project you’re working on has been moved up to today by your boss. What do you do?
This tests problem solving and provides an avenue to measure your expertise.

**Case**
Mainly used in the consulting industry, these focus on how you would solve specific business issues. Examples include:
- There are problems with the company not reaching profitability targets. What could be wrong?
The interview is looking for insight into your thought process and an interactive conversation rather than an exact answer.

**Presentation**
Often used to measure your ability to present on a topic related to the position duties. Typically you are given 10-15 minutes to present followed by questions. Topic could be presented prior to the interview or on the day of depending on the purpose of having a presentation as part of the interview.

**Panel**
Situations with multiple interviewers are fairly common, especially in situations where committees are making hiring decisions. Typically, questions are scripted to ensure consistency and fairness in the hiring process. Your ability to engage in a conversation and see how you may work as part of a team is being evaluated.
Interview Types

- Although face-to-face interviews are still very common, the use of phone or live video (Skype) interviews continues to grow and has become the norm in some industries.
- These methods are often used in the first round of interviews as a screening method as a cost effective and time saving alternative.
- These types of interviews must be taken just as seriously as face-to-face and preparation is essential.
Skype Interview Tips
(*Note that many of these tips can also be applied to phone interviews)

Prepare your environment
- Pick a quiet location where you won’t be disturbed
- Eliminate distractions
- Silence your phone, you don’t even want it to vibrate during the interview

Set up ahead of time
- Camera should nicely frame your face
- Test your microphone
- Check the lighting
- Angle monitor if you wear glasses
- Prepare the room to look professional

Practice makes perfect
- Focus on the webcam, not your monitor
- If the interviewer is in a different time zone, make sure that both parties are aware of the time difference and confirm the start time for the interview

Dress Professionally
- Dress the same way you would for a face-to-face interview
- Avoid the temptation to only dress nicely from the waist up, it will help you stay in the interview mood.

Get in the Zone
- Pay attention to your body language and posture
- Lean forward and nod to show that you are engaged in the process

Please Click Link Below:
https://www.youtube.com/watch?v=rQwanxQmFnc
Interview Tips

• Conduct Research
• Prepare & Practice
• Dress for Success
• Arrive on Time
• Make a Good 1st Impression

• Be Authentic
• Be aware of Body Language
• Ask Insightful Questions
• Sell Yourself Throughout
• Thank Interviewer(s)

Please Click Link Below:
http://www.quintcareers.com/job_interview_tips.html
Stages of the Interview Process

1. **Introduction**
   First impressions are everything! Greet the interviewer with a smile, firm handshake and direct eye contact. Engage in small talk as you are escorted to the interview room but keep it professional.

2. **Preparation**
   Learn as much as you can about the company by doing your research ahead of time. Be ready to share what you can offer, and how your skills and experience can help them achieve their goals. Have a list of questions prepared to ask the interviewer.

3. **Employer Questions**
   Your preparation can help you anticipate most questions asked during this portion of the interview. Listen carefully to the questions, ask for clarification if needed, and do not rush answers. Be concise and clear in your responses, and be honest if you don’t know an answer. Never lie or stretch the truth.

4. **Gather Information**
   The interview is just as much about you measuring the fit as it is the employer. Don’t overlook this important part of the process when you get the opportunity to ask questions that you have prepared. Don’t ask about salary or benefits unless they bring it up.

5. **Wrap Up**
   It’s perfectly acceptable to inquire about the timeline and when to expect a decision if it hasn’t been shared. Offer a handshake and thank the interviewer for their time. Follow up immediately with a handwritten note or email to say thanks and express your continued interest in the position.
Practice makes perfect!
By studying potential questions that could be asked, you’re more prepared for the interview. It’s good to practice, but you never want to give the impression that your answers are rehearsed. Below is a link to common questions for undergraduate job seekers and recent graduates.

Please Click Link Below:
http://www.quintcareers.com/college_grad_interview_questions.html
Illegal Questions

Above are examples of topics that employers should not ask about during an interview. If asked, you can politely respond by asking the employer to describe how that information relates to the position you’re applying for.
50 Most Common Interview Mistakes

1. Arriving late.
2. Arriving too early.
3. Lighting up a cigarette, or smelling like a cigarette.
4. Bad-mouthing your last boss.
5. Lying about your skills/experience/knowledge.
6. Wearing the wrong (for this workplace) clothes.
7. Forgetting the name of the interviewer.
8. Wearing a ton of perfume or aftershave.
9. Shaking hands too weakly, or too firmly.
10. Wearing a Bluetooth earpiece.
11. Failing to research the employer in advance.
12. Failing to demonstrate enthusiasm.
13. Inquiring about benefits too soon.
14. Talking about salary requirements too soon.
15. Being unable to explain how your strengths and abilities apply to the job in question.
16. Failing to make a strong case for why you are the best person for this job.
17. Forgetting to bring a copy of your resume.
18. Failing to remember what’s on your resume.
19. Asking too many questions.
20. Asking no questions at all.
21. Being unprepared to answer the standard questions.
22. Failing to listen to what the interviewer is saying.
23. Talking more than half the time.
24. Interrupting your interviewer.
25. Yawning.

26. Not matching the communication style of your interviewer.
27. Slouching.
28. Bringing along a friend, or your mother.
29. Chewing gum, tobacco, your pen, your hair.
30. Laughing, giggling, whistling, humming, etc.
31. Saying “you know,” “like,” “I guess,” and “um.”
32. Name-dropping, bragging or sounding like a know-it-all.
33. Asking to use the bathroom.
34. Being falsely or exaggeratedly modest.
35. Wearing sunglasses.
36. Failing to make eye contact (or making continuous eye contact).
37. Taking a seat before your interviewer does.
38. Becoming angry or defensive.
39. Complaining that you were kept waiting.
40. Complaining about anything!
41. Speaking rudely to the receptionist.
42. Letting your nervousness show.
43. Over-explaining why you lost your last job.
44. Being too familiar and jokey.
45. Sounding desperate.
46. Checking the time.
47. Oversharing.
48. Sounding rehearsed.
49. Leaving your cell phone on.
50. Failing to ask for the job.
Interview Attire
Basics

**Suit**
In most formal interview settings, a dark two-piece matched suit is most appropriate.

**Presentation**
All clothing should be tailored, clean, well-pressed and professional.

**Body Art**
Tattoos should be covered with clothing if possible.

**Piercings**
Remove visible body piercings including multiple earrings in one ear.

**Hair**
Hair (including facial) should be clean, trimmed, combed or styled in a way that does not draw negative attention.
Interview Attire For Men

**Suit**
Avoid a double-breasted suit, single-breasted is more current and safe. Make sure all tags and vent stitches have been removed.

**Shirt**
Long-sleeved dress shirt in white or light blue, avoid bright colors or patterns. Always wear a plain white t-shirt underneath with no graphic design.

**Tie**
Bright ties bring focus to the face, but a simple pattern is best. When knotted, the tie should come to the middle of the belt buckle.

**Shoes**
Wear polished shoes, preferably black with matching belt. Dark socks are a must! Carry a briefcase or professional portfolio.

Please Click Link Below:
https://youtu.be/482W4j76Pxo
Interview Attire For Women

1. **Suit**
   Business suit in navy, blue, gray, black or beige with pants or skirt. Pants creased and tailored. Skirt length at or just above the knee.

2. **Shirt**
   Tailored, well-fitting blouse or top with a conservative neckline. Undergarments should not be visible.

3. **Accessories**
   Use accessories in moderation. Small earrings, not dangling or oversized. No excessively long fingernails, conservative polish. Keep makeup light and natural.

4. **Shoes**
   Wear natural-colored hosiery with dark leather, closed-toe shoes with low to moderate heels. Carry a briefcase, professional shoulder bag or portfolio.

Please Click Link Below:
https://www.youtube.com/watch?v=hcKFFf4jhy5A
The Mock Interview

A mock interview is a “practice” interview that simulates the interview situation in order to prepare for a “real” interview. The main objective is to resemble a real interview as closely as possible, and provide immediate feedback that can be practiced and applied.
Why Schedule a Mock Interview?

1- Reduce Stress & Nervousness
Mock interviews are the perfect time to make mistakes (and learn from them) lowering your level of anxiety and fear about the process.

2- Get Constructive Feedback
Mock interviews help you to clarify responses and work on areas where you are weak. Accepting immediate feedback in a positive manner allows you to become better prepared.

3- Boost Confidence
By reducing stress, you are naturally more confident. Mock interviews are the perfect avenue for practicing your answers in a non-threatening setting.

4- Practice Behavioral Questions
Behavioral questions operate under the assumption that future performance is based on past performance. If you’re not familiar with these type of questions, a mock interview to practice can be very helpful.

5- Gain General Knowledge
Mock interviews provide an opportunity to gain general information including common interview questions and what to expect during the process.

6- Body Language
Gain input on how are carrying yourself including how you greet, shake hands, and what your body language is communicating. It also creates an opportunity to get feedback on your attire.

7- Practice Makes Perfect
Even if your skill sets are at a high level, there will always be room for improvement. Mock interviews are the perfect avenue for becoming even more comfortable with the process.
Types of Mock Interviews Offered by Career Services

For more information on how to schedule a mock interview with Career Services, click below:

http://www.semo.edu/careers/mock-interviews.html
Need more information?

Interviewing Resource:  
http://www.semo.edu/careers/resources/index.html

Career Services Website:  
http://www.semo.edu/careers/

Office of Career Services  
Academic Hall- Room 057  
573-651-2583  
careerservices@semo.edu