

JOB INTERVIEWS PT. 2

The interviewer:

- Determines which job applicant is the best hire.
- They accomplish this through the use of directed questions.
- They want to know:
 - do you have the skills and experience required?
 - why are you applying to work at this company?
 - what are your self-concept, personality and values?
 - would you relate well to other employees?

Preparing for an interview:

- Practice questions:
 - anticipate what kinds of questions are likely to be asked and then practice practice practice.
- Know where you are going.
 - Where is the interview located? What route is the best to take? What building, floor, room is it in?
- Prepare a new, updated copy of your resume.
 - The interviewer may desire to refer to it.
 - Be sure you are familiar with it and your cover letter!

Dress appropriately!

- Don't overdress (no tuxedos 😊)
- Don't wear too much jewelry or makeup (or perfume/cologne etc.)
- Guys: dress pants, dress shirt and a tie
- Gals: dress pants or skirt with a blouse, or a dress
Be conservative!
- Nice shoes (no runners).

Dressing cont.

- Hair should be clean and neat
- Have clean hands and fingernails (no chipped nailpolish— watch the colours)
- No backpacks!

The Four Stages of the Interview:

- 1. the greeting
 - Remember, the first 30 seconds are crucial!
 - Speak confidently, smile, give a good firm (right-handed) shake
- 2. the exchange
 - This is the majority of the interview
 - The job, the company and your skills/experience are discussed
 - Effective non-verbal communication is key
 - Employ active listening skills
 - Avoid speaking for more than 2 minutes when answering
 - Express confidence in your hireability “as part of the team at...”

The 4 Stages cont.

- 3. the parting
 - Leaving can be just as important as your entrance
 - Leave in a confident, positive manner
 - Smile, make direct-eye contact, offer to shake hands, thank them for their time
 - Express that you look forward to hearing from them
- 4. the follow up
 - Send a thank you ASAP
 - Express appreciation and emphasize your interest in the position
 - If you don't get the job, contact and ask for constructive criticism

Helpful tips:

- Wait to be invited to sit
- Don't lie! Reference checks can be made after the interview
- Come up with some good questions for the interviewer
- Use the interviewer's name if you know it
 - (DON'T be a Brennan Huff!)

Helpful tips cont.

- Try and spin your weaknesses into a positive.
- Bring a notepad. Take notes about the job. Jot down any questions you may have.
- When talking about yourself, make it relevant to the job
 - Ie don't talk about how much you love kangaroos
 - DO talk about how you are enthusiastic and love meeting and interacting with new people.

Mini quiz /13

- 1. What are 3 ways to prepare for an upcoming job interview?
- 2. List 3 considerations for how to dress for your interview.
- 3. What are the four stages of the job interview?
- 4. List 3 “helpful tips” for a successful interview.

S.T.A.R. Questions: *answer using the star method on a separate sheet of paper*

- Tell me about a difficult scenario at work/school and how you dealt with it.
 - Situation
 - Task
 - Action
 - Result
- Tell me about an achievement of which you are proud.