Interviewing

What determines SUCCESS in an interview?

Packaging - 45%
- Resume
- Application
- Appearance - dressing, grooming

Responsiveness - 35%
- Facial Expressions - smiling
- Non-verbal communication
- Verbal response

Experience - 10%
- Demonstrating your match to the employers needs

Miscellaneous - 10%
- Mood and tone of the interview

Preparation

Research - It is important to research the company and the position you are applying for. It will show that you are genuinely interested in working for that company or obtaining that position.

Practice - It is important to practice, practice, practice. The more you practice the more comfortable you will be in the interview. Practice with friends, teachers, parents, mentors, or participate in a mock interview event in your community. Prepare an elevator speech or 60 second commercial.

Appearance - Dress professional. Dress one step above the position you are applying for.

Men -
* suit
* button down shirt or polo
* slacks or khaki pants
* clean shaven and well trimmed facial hair
* hair should be clean, short and styled neatly

Women -
* suit
* slacks or khaki pants
* skirt (knee length or longer)
* dress (knee length or longer, not low cut)
* conservative hair, make-up, and nail polish

BOTH - NO- loud colors, torn pants, shorts, jeans, cologne or perfume, flip flops, excessive jewelry.
BOTH - Clean, trimmed nails, cover tattoos, and make sure you have FRESH BREATH!
Materials- Take a folder or portfolio with your resume (3-5 copies), completed application, and references. Also, a list of possible questions or any notes you have taken about the company. Often times, the interviewer will ask if you have any questions. Here are some sample questions you can ask at the end of the interview: Why do you like working for this company? What is a typical schedule like for this position? Does your company provide formal training? Can you please describe the typical responsibilities for this position? ALSO, make sure you have a pen.

Timing- It is important to get to the interview 10-15 minutes early. NOT EARLIER! You should map the route ahead of time and take traffic and construction into consideration when planning your travel time. It is better to leave extra early if you are unfamiliar with the location. If you arrive very early, you can wait in your car or outside. Don’t bring anyone with you to your interview. If you get a ride there, have them wait outside or in the car.

It’s show time!

The Interview-
Make a good impression- Be polite. It is important to have good manners. Also, remember your non-verbal communication (body language) says a lot.
  * shake the interviewer’s hand
  * use the employer’s name
  * introduce yourself
  * Don’t sit until you are invited to
  * sit up straight
  * speak clearly, don’t mumble, try not to use “Um...Uh...Yeah
  * smile, stay upbeat and positive
  * make eye contact, but don’t stare
  * take your time responding and stay relaxed
  * answer question in complete sentences, no one word answers

Getting to know you- The interviewer will likely start by asking you to: “Tell me a little about yourself.” It is a VERY common interview question. This is your opportunity to shine- but not tell your life history. You can begin by telling about yourself as it relates to the position you are applying for. You can mention your education, your interests, any activities or clubs, any related work or volunteer experience, and skills/strengths that make you good for the position.
More questions and answers- Here are some of the most commonly asked question:

What made you apply for this position? Or Why do you want to work for this company?
Answer: I am a real people person. I enjoy meeting and interacting with people. I think that with my personality and willingness to help that I would be a great fit for a customer service position in your company.

What are some of your strengths?
Be prepared for this question. Be confident in your delivery. Make sure you make a connection with the job you are applying for.
Answer: My biggest strength is that I am very good with people. I can get along with and talk to almost anyone. I am also very organized and have great time management skills.

What is your biggest weakness?
We all have weaknesses, BUT here is your chance to turn that weakness into a strength.
Answer: You may consider my lack of experience a weakness, but I disagree. I may not have very much experience, but I am very eager to learn, am easily trained and I am a fast learner. I am also a hard worker and have a positive attitude.

Where do you see yourself in 5 years?
Be realistic. Employers use this to evaluate thought, response time and planning. It can also be used to find loyalty in future employees.
Answer: In five years I hope to be growing in my career as a programmer. I hope to be successful in my position, continue learning on the job, and hope to eventually move into a position with more responsibility.

Why did you leave your last job?
This can be a tricky question and you want to present everything in a positive light.
Answer: I left because I started school and the schedule didn’t work for me during the school year.

Tell me about the worst boss you ever had?
Take the high road. This is not a time to vent about past frustrations.
Answer: While none of my bosses were awful, there are some who taught me more than others did.

Do you work better alone or as a team?
Answer: I can’t chose one over the other honestly, because I can do both. I like to work in a group, because there are people to share ideas with, but I also like to work alone because I can concentrate on my task without distraction.
Here are several more commonly asked question for you to think about:

How will you answer?

How would you handle a conflict with a coworker?

I have several applicants for this position. Why should I choose you?

Would you have an issue working on weekends or holidays?

What can you do for this company? What can you bring to this company?

What do you know about this company?

What do you think was your biggest contribution to your last job?

Inappropriate question-
Hopefully you will not be asked any of these questions. Federal law makes discrimination based on race, color, nationality, gender, age, disability, or religion illegal. Here are some inappropriate questions you should not be asked:

Are you married, divorced or single?
How old are you?
Do you go to church?
What political party do you support?
Have you ever been arrested?

Answer: My age is not an issue for my job performance in this position.
Answer: That question makes my uncomfortable. I would rather not answer it.

Conclusion: The interviewer may ask you if you have any questions. *See questions mentioned on page 2 in the “Materials” section.
*Smile
*Thank them for the interview
*Say something like “I look forward to hearing from you soon”
*Shake hands

After the interview:
Within 24 hours of the interview it is important to send a thank you note or email. You can take this opportunity to reiterate why you would be a good fit for the job, and thank them again.
April 23, 2020

Mr. Dan D. Lyon  
Human Resources Director  
Technologies Inc.  
Metropolis, Texas 70000

Dear Mr. Lyon:

Thank you for taking the time out of your busy schedule yesterday to meet with me. I believe that with my skills, work ethic, and determination that I would be a great addition to your team. If you have any questions that I may assist you in, please feel free to contact me. I look forward to hearing from you in the near future.

Sincerely,

Jane Doe