



The Job Interview

Tips to Make You
Successful



Interviewing Tips

- A mutual exploration
 - Employers are looking for information to determine if you can do the job
 - You are looking for information to determine if you want to work for the company



Interviewing Tips

- Interviewing Do's
 - Do your homework on the company
 - Be positive, show interest in the company
 - Sell yourself, be confident
 - Speak up, ask questions
 - Be as decisive as possible
 - Be creative
 - Learn from your mistakes



Interviewing Tips

- Interviewing Don'ts
 - Oversell yourself
 - Be arrogant
 - Dress down
 - Stray off course—stick with the question
 - Be late



Interviewing Tips

- Three stages to the interview
 - Preparation
 - The actual interview
 - Post interview (follow up)



Preparation

- Assess yourself
 - Strengths/Weaknesses
 - Accomplishments/Achievements
 - Qualifications/Skills
 - Academic Preparation
 - Values
 - Short/Long Term Goals



Preparation

- Research
 - The company and the position
 - History and organizational structure
 - Product lines and services
 - Company culture
 - Recent developments via news stories
 - The competition
 - The industry



Preparation

- Practice, Practice, Practice
 - Review possible questions
 - Practice your presentation and delivery
 - Consider conducting a mock interview in the Office of Career Services



The Interview

- Dress professionally
- Firm handshake
- Eye contact
- Obtain the interviewer's name and use it
- Establish rapport and show respect
- Be aware of your posture and body language



The Interview

- Think before answering questions; ask for clarification, if necessary
- Answer the question—no more, no less (stay focused)
- Link your skills, qualifications and experiences to the position
- Be specific—give results



The Interview

- Each question is an opportunity for you to prove you are the one for the job!



The Interview

- What to bring to the interview:
 - Extra copies of your resume
 - References
 - Copies of your transcript
 - Supporting material
 - Pen and notepad



The Interview

- Points to remember
 - Be positive
 - Be enthusiastic
 - Be yourself
 - Know yourself
 - Sell yourself



The Interview

- Points to remember (cont'd)
 - Always keep in mind the interviewer's needs and interests
 - Show motivation to fit in, grow with the company and make a real contribution
 - Ask yourself: "What can I do for them and how can I be of value"



The Interview

- At close of interview
 - Summarize your strengths that apply to the position
 - Summarize what points you like about the position and the company
 - Ask what the next step will be—timeline for making a decision



The Interview

- At close of interview (cont'd)
 - Give a firm handshake and smile
 - Thank the interviewer
 - First and last impressions count



Post Interview

- Send a thank you letter—within 24 hours if possible – reiterate your interest in the company/position
- Review what you did right during the interview and what you could improve upon
- Contact the interviewer within 10 - 14 days to inquire about the status of your application



Interviewing Tips

- Types of Interviews
 - General screening interview
 - Technical interview
 - Behavioral interview
 - Case study approach



Types of Interviews

- General screening interview
 - Generally conducted by HR person
 - Tell me about yourself
 - Strengths/weaknesses
 - Why you selected HMC/major
 - First impression important
 - Referral for second interview



Types of Interviews

- Technical interview
 - Conducted by technical person
 - Technical questions asked
 - May ask you to “solve” a problem/diagram a system
 - Interested in how you will work with other members of the team



Types of Interviews

- Behavioral interviews
 - Based on the premise that past behaviors predict future behaviors
 - You identify a problem you have encountered in the past and describe how you resolved it
 - Used by technical as well as consulting companies



Types of Interviews

- Case study approach
 - Typically used by management consulting firms
 - You are given a scenario and asked to come up with a recommendation
 - Looking for demonstration of analytical ability, how you approach a problem, creativity, attitude



Interviewing Tips

- Differing Interviewer Techniques
 - One interviewer reports, “I focus on first impressions: clean, neatly groomed hair and fingernails; professional attire—no wrinkles; polished, unscuffed shoes.”



Interviewing Tips

- Differing Interviewer Techniques
 - One interviewer reports, "I overlook attire and immediately begin looking for a reason to hire the person."



Interviewing Tips

- Employers report that they are looking for people who display a lot of enthusiasm and who want to work for their company.
- You need to ensure that you convey this attitude to them during the interviewing process.
- **BEST OF LUCK!**