Prepping for Job Interviews

How to impress starting from the initial phone call to the in person meeting.
* Decreasing Anxiety
* Initial Phone Call – First Impression
* Phone Interview Preparation
* Phone Interview Tips
* In Person Interview Preparation
* In person Interview Tips
* Various Types of Interviews
* Common Interview Mistakes
* Post Interview
* Q&A
Hiring Manager Confessions

- “The candidate hugged me after the interview”
- “He ate all the candy from the candy bowl while answering questions”
- “Brought a copy of their college diploma but obviously whited out the original name and replaced it with their name”
- Their friend came in during the interview and asked “How much longer?”
- “Candidate kept fidgeting and adjusting their duffle bag and turned out to have a dog inside the bag”
Decreasing Anxiety

* Effective preparation best way to decrease anxiety
* Folder/Portfolio: Resume, Work Samples, Accomplishments, Awards, References, LOR’s
* Research: Company history, customers, size, revenue, products, accomplishments, recent news
* Practice and Rehearse: About me, what you have to offer, reasons for leaving jobs, answers to sample questions, questions for employer
If you’re actively job searching, your phone is now your new business
You will get calls from unfamiliar numbers; possibly at unexpected times
Avoid answering in loud environments (Kids, loud TV, Driving/freeway, Restaurants, etc.)
Do not answer at work
Do not answer when in a bad mood
Ask questions: Who will you interview with? Expectations?
Phone Interview Preparation

- Will screen you out or pass you along
- Study job description & company info
- Prepare resume cheat sheet for phone interview (accomplishments relevant to the position and examples for EACH bullet point)
- High quality phone (consider landline)
- Have cover letter and application in front of you just in case
Phone Interview

* Prepare logical reasons behind all job changes
* Be ready to address red flags: Employment gaps, short work history, multiple jobs in short periods of time
* Exemplify confidence, personality, and good communication (smile, sit up straight, enunciate)
* Tell me about yourself? What do you know about company? Salary? Strengths & weaknesses?
Phone Interview... additional tips

- Keep a glass of water handy
- Avoid very long answers
- It’s ok to pause and/or speak slower than usual
- Enunciate and communicate clearly
- Ask questions at the end: How many steps in interview process? Interviewers contact info?
- Who are you interviewing with next and their expectations? Facility information?
Preparation for in person interview

- Practice answers to common interview questions & behavioral interview questions.
- Practice alone and with other people
  - (Career Portal: InterviewStream)
- Memorize accomplishments, examples, red flags responses
- Write out information if it helps
- Duplicate copies of portfolio
In Person Interview

* Do you have the skills to do the job?
  * Experiences, industry knowledge, software, capabilities
* How do you measure to the competition?
  * Years of experience, education, ability to sell yourself
* Do you fit the culture?
  * Relate your experiences to the company needs (research)
* Do you really want the job?
  * Enthusiasm, passion, sincerity
Behavioral Interview

* You must provide specific examples of how you have dealt with relevant situations in the past.
* Key to providing impressive answers is presenting the: Situation/Issue, Action, Result
* Do not try to get around the question or avoid providing a specific example
* Take your time and think of an appropriate answer
* Write/Prepare stories: Solved a problem? Saved the company money? Increased revenue? Achieved a goal? Resolved a conflict? Managed/disciplined an employee?
Panel Interview

- 2-3 people, provides employer with multiple opinions about you
- Ask who you will be interviewing with?
  - Allows you to practice responses that make sense to multiple decision makers and their respective departments
- Modify communication and eye contact appropriately
- Attempt to connect with the panel
- Thank and follow-up with each panel member
Stress Interview

- Questions to put you under pressure and see how you react
- Interviewer acts hostile towards you
- Appears uninterested and interrupts you
- Asks uncomfortable or similar questions
- Make you feel as if your answer wasn’t good enough
- Extended pauses after responses
- Arguing your points
Stress Interview

* Do not take questions personal or respond emotionally
* Be open, honest, direct & polite. Do not backtrack on answers or become intimidated.
* Focus on how you would handle situations; not necessarily giving the “right” answer
* Do not hesitate to ask for clarification of a question and/or nature of desired answer (buy some time)
* Research techniques to deal with aggressive interviewers and sample stress interview questions
Case/Presentation Interview

- Show your ability to present information to a group
- Structure clearly: Introduction, Development of your argument/topic, Conclusion/Summary
- Speak clearly and do not rush; Try to memorize as much as possible
- Avoid excessiveness: 3-4 bullet points per slide with graphics and diagrams when appropriate
- Back up plan in case technology fails
- Take questions at the end
Common Interview Mistakes

- Answer phone or text: 71%
- Dressing inappropriately: 69%
- Appearing disinterested: 69%
- Appearing arrogant: 66%
- Speaking negatively about previous employer: 63%
- Chewing gum: 59%
- Not providing specific answers: 35%
- Not asking good questions: 32%

-Source: CareerBuilder Interview Mistakes Survey
Post Interview

* Thank you letter/email/card within 48 hours of interview to everyone you interview with.
* Allow at least 7 days before following up on status of position unless you were told otherwise.
* Address any concerns or missing information that wasn’t available during interview.
* If declined position, let it be known you are still interested in future openings with company and/or if things do not work out with their candidate of choice.
Questions

BE THE BEST VERSION OF you

DO THE BEST YOU CAN