

Effective Interviewing



Before the Interview

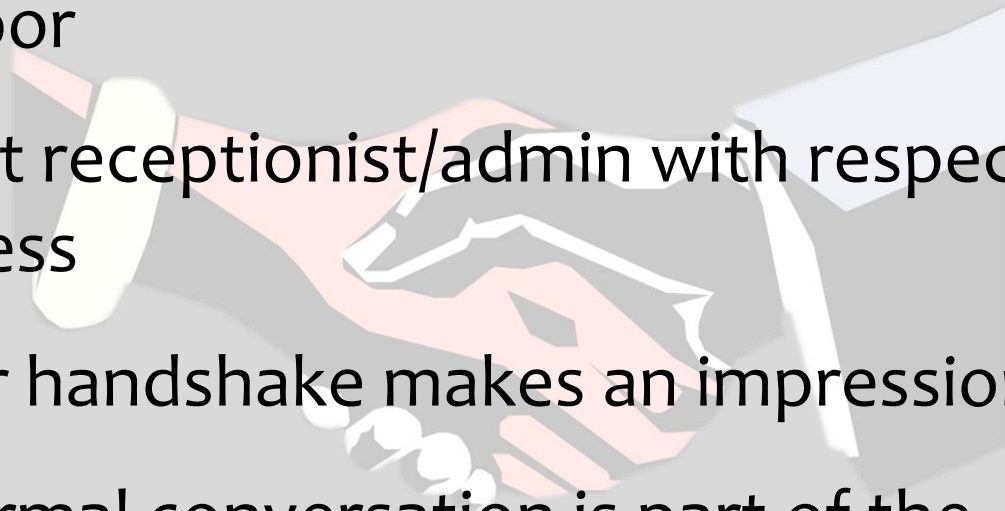
- ✓ Dress appropriately and professionally.
- ✓ Know the exact time and location of your interview.
- ✓ How many minutes before the interview should you check in?

➤ *10 Minutes*



As You Begin...

- ✓ Interview starts when you walk through the door
- ✓ Treat receptionist/admin with respect and kindness
- ✓ Your handshake makes an impression
- ✓ Informal conversation is part of the interview
- ✓ Body language speaks louder than words



Interviewing Do's



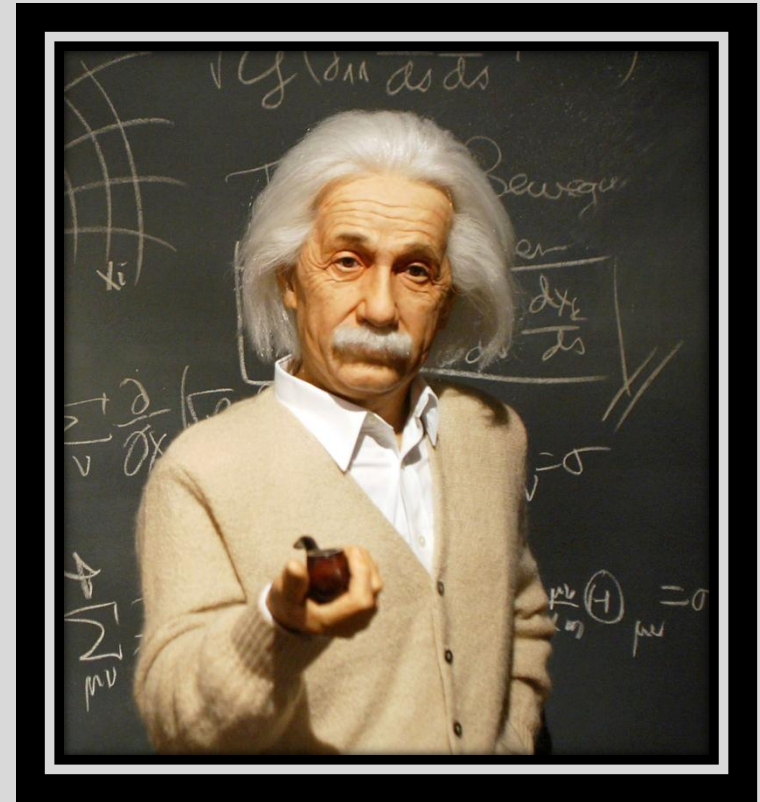
Be Smart

- ✓ Relax & Be Yourself
- ✓ Market Yourself- Know what you offer
- ✓ Do your research
- ✓ Prepare by knowing responses to common interview questions

Interviewing Do's

Be Smart Continued...

- ✓ Avoid Controversial Subjects (Religion, Politics, Risqué subjects, “isms”)
- ✓ Be sure good qualities are known
- ✓ Do not speak negatively about anyone
- ✓ Give concise but thorough responses to questions.



Interviewing Do's

- ✓ Offer a firm handshake, make eye contact, and have a friendly expression.
- ✓ Address your interviewer by title (Ms., Mr., Dr.) and last name, until invited to do otherwise.



- ✓ Maintain good eye contact during the interview.

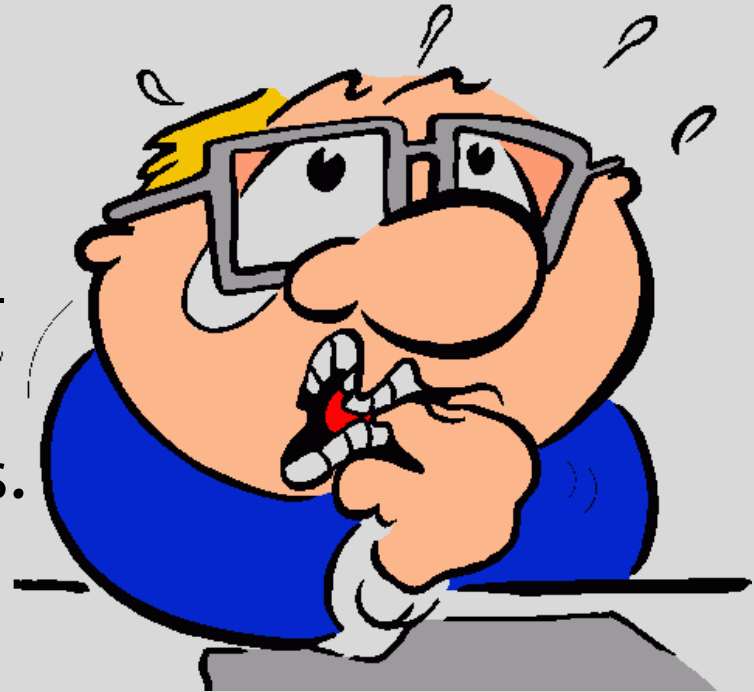
Interviewing Do's



- ✓ Sit still in your seat; avoid fidgeting and slouching.
- ✓ Respond to questions and back up your statements about yourself with specific examples and achievements.
- ✓ Ask for clarification if you don't understand a question.

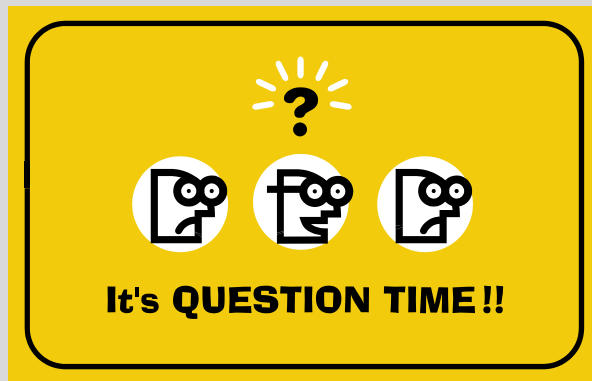
Interviewing Do's

- ✓ Treat the interview seriously.
- ✓ Exhibit a positive attitude.
- ✓ “Embrace your nervousness” – Know that you are human and will be nervous during interviews. Make adjustments on areas you can control.



Interviewing Do's

- ✓ Be honest- Dishonesty gets discovered and is grounds for withdrawing job offers and for firing
- ✓ Have questions ready to ask interviewer



Interviewing Do's

Answering Questions

Answer the question



Provide a specific example (using the STAR method) to back up your answer



Summarize



Interviewing Do's

STAR Interview Answers

Situation

Task

Action

Results



Interviewing Do's

SITUATION

Describe the situation that you were in. This is to set up the scene. You must describe a specific event or situation, not a generalized description of what you have done in the past. Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, from a volunteer experience, or any relevant event.

Interviewing Do's

TASK

Then, tell the listeners what task was at hand. This could be a problem, an opportunity, a project, etc. It could be the need to DO something, like confront someone or take on responsibility. This is where you get more specific in the scene that you set up, and focus on the TASK AT HAND.

Interviewing Do's

ACTION

Describe the action you took and be sure to keep the focus on you. Even if you are discussing a group project or effort, describe what you did -- not the efforts of the team. Don't tell what you might do, tell what you did.



Interviewing Do's

RESULT

What happened? How did the event end? What did you accomplish? What did you learn? Stay positive and provide the favorable outcome.



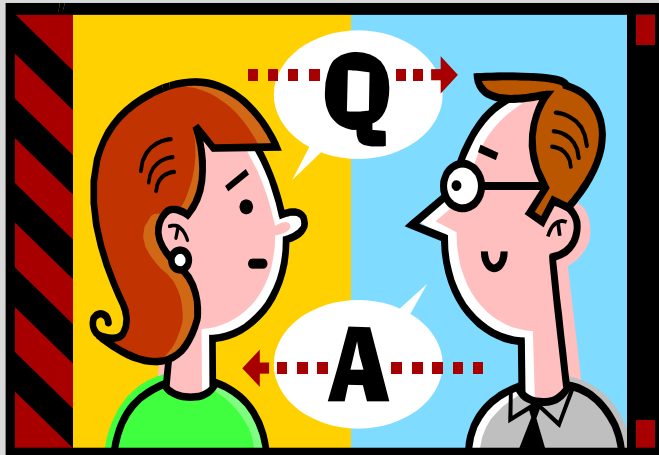
“Do you have any questions for me?”

✓ Always have 6 – 8 questions ready to ask. Write down if necessary.

✓ Try to come up with questions from your conversation during the interview.

✓ Market yourself through your questions...

✓ “As I was researching...”



Interviewing Do's

- ✓ Evaluate the interviewer and the organization s/he represents.
- ✓ Do expect to be treated appropriately.
- ✓ Make sure you understand the administrator's next step in the hiring process.



“Is there anything else?”

Two Possible Responses:



✓ “No, I think that was it.”

✓ “Yes, I want to thank you for your time and let you know that after our conversation today I am still very interested in the position. I believe I would be a great fit and would add value to your organization.”

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And, Lastly...

- ✓ Upon conclusion, offer a firm handshake and make eye contact.
- ✓ After the interview, make notes right away so you don't forget critical details.
- ✓ Write a thank-you letter to your interviewer promptly.



Questions?



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