



# PREPARING FOR YOUR CAREER Interviews

## Introduction to Effective Interview Skills

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# Preparing for an Interview

- Your application & resume are the “opening act” for the interview.
- You will want to look good, act professionally, & say the right things to make a good impression.
- Only the top applicants will be selected.



# Preparing for an Interview

- **Top Tips for Interview Prep:**
  - Research the company before the interview
  - Practice interviewing before you go
  - Make sure you know how to get to the interview site.
  - Take two copies of your resume.
  - Go to bed early the night before.
  - Dress conservatively
  - Make sure you shower & look your best.



# Preparing for an Interview

- It is important that you practice before the interview.
- Some typical nervous habits that you will want to avoid include:
  - Rubbing your nose
  - Twirling your hair
  - Blinking often
  - Biting your nails
  - Twisting your hands
  - Fidgeting
  - Playing with jewelry
  - Shaking your foot
  - Scratching your head



# Getting off to a Good Start

- **Top Tips for Getting an Interview off to a Good Start:**

- Arrive 15 minutes early
- Shake interviewer's hand firmly
- Greet the interviewer by last name
- Smile & greet other people
- Stand until you are invited to sit
- Look the interviewer in the eye
- Show enthusiasm & energy
- Use words appropriate to your audience
- Use your best posture
- Ask about the job
- Be prepared to talk about yourself



# Getting off to a Good Start

- In an interview, you never know who will walk by or observe you while you are waiting.
- You will be more noticeable because you are a visitor.
- These occurrences provide you an with an excellent opportunity to make a good impression.
- **Things to remember:**
  - Stand tall and walk at the same pace as the interviewer
  - No gum the entire time while you are at the interview site
  - Smile or give a friendly nod to each person who makes eye contact with you.
  - Shake hands with any individuals you are introduced to you by the interviewer
  - Take the lead from the interviewer regarding whether to stay quiet or talk.

# Questions Interviewers Ask

- To perform well at your interview you need to anticipate questions the interviewer will ask.
- Be prepared for all different types of questions.
- This will leave a good impression & increase your chances of being hired.



# Questions Interviewers Ask

- Ten common interview questions:
  - Tell me about yourself.
  - How do your education & experience prepare you for our job?
  - What are your strengths & weaknesses?
  - What interests you most & least about your current job?
  - Why are you interested in working for your company?
  - Why are you leaving your present job?
  - Who was your most difficult boss & why?
  - Where do you see yourself in five years
  - How do you like to spend your time outside of work?





# Responding Positively

- When asked the question of your strengths & weaknesses it is often difficult to think of an answer.
- This question allows you to point out your good points without exaggerating & state your weakness in a positive way.

## Example of stating a strength:

*“I am very organized & pay close attention to details.”*



## Example of stating a weakness:

*“Sometimes I get so caught up in my work that I forget what time it is. My supervisor has to make me go have my lunch break.”*

# Questions to Ask the Interviewer

- An important part of doing well in an interview is to be prepared to ask questions yourself.
- Asking good questions leaves a good impression & shows you are interested in the job.



# Questions to Ask the Interviewer

- **Possible questions to ask the interviewer:**
  - What are the job duties?
  - What are the greatest challenges in the job?
  - What are you looking for in the person you hire for this job?  
What is a typical day on the job like?  
What is the work schedule?
  - What opportunities exist for further training?
  - What are the opportunities for advancement?

# **Ask About the Job**

- **When you are in an interview it can be difficult to remember what type of question to ask the interviewer...**
- **Think of a few questions ahead of time & practice.**
  - “Will you describe the duties & responsibilities of the job?”
  - “What do you consider to be the top priorities of the person in this job?”
  - “What personal characteristics or skills & abilities do you believe are the most important in this job?”

# Traits Considered by Employers

- During an interview the employer is looking for certain traits or characteristics in you.
- They then rate each person to see if they are the best fit for the position.
- Being aware of these traits will help you prepare & present yourself well in an interview.



# Traits Considered by Employers

- Top 10 traits considered by employers:
  - Attitude
  - Ability to do the work
  - Motivation & taking initiative
  - Ability to grow in the job
  - Self-confidence
  - Leadership skills
  - Social skills
  - Team skills
  - Compatibility
  - Communication skills

