

# INTERVIEWING FOR SUCCESS



# BE PREPARED FOR THE INTERVIEW



Student Lingo –  
Mastering the Job  
Interview

<https://www.studentlingo.com/learn/course/mastering-the-job-interview-svc/its-just-a-conversation/you-are-the-expert-on-you?client=svc>

# BEFORE THE INTERVIEW

- Prepare, Prepare, Prepare
- Research your prospective employer
- Understand the responsibilities of the job you are applying for



# INTERVIEW GUIDELINES

- DRESS FOR SUCCESS
- ARRIVE EARLY
- EXPRESS YOURSELF POSITIVELY
- MAINTAIN EYE CONTACT
- MIND YOUR BODY LANGUAGE
- TALK ABOUT YOURSELF WITH PRIDE
- MARKET YOURSELF

# INTERVIEW SEGMENTS



- Establish rapport and open lines of communication
- Questions about your background
- Questions about your skills and interests
- Ask questions

# COMMON INTERVIEW QUESTIONS

- Tell me about yourself
- Why do you want this job?
- Why should we hire you?
- What did you like most/least about your previous job?
- What are your strengths and weaknesses?
- What are your future career goals?
- Why did you leave your last job?
- Do you have any questions?



# BEHAVIORAL/SITUATIONAL QUESTIONS

- Questions that challenge candidates about how job stress was managed in the past to determine probability of success in the future
  - Listening, writing, teamwork skills
- Examples:
  - Someone steals money from the cash register, what do you do?
  - Talk about a time when you had a conflict with a coworker and how you handled it



# ALTERNATE INTERVIEWING FORMATS

- VIDEO INTERVIEW
- VIDEOCONFERENCING INTERVIEW
- TELEPHONE INTERVIEW
- PANEL AND GROUP INTERVIEW



# VIDEO INTERVIEWING TIPS

- BE ARTICULATE
- PRACTICE
- DRESS PROFESSIONALLY
- ENUNCIATE
- DO NOT EXXAGERATE MOVEMENTS
- BE SOMEWHERE QUIET AND WITH RELIABLE INTERNET ACCESS

# HANDLING ILLEGAL QUESTIONS

- Anticipate and address the interviewer's underlying concerns in a way that is comfortable for you
  - Redirect the questions to reinforce how you are qualified for the job
  - Examples: How old are you? The appropriate age to be successful here.



# FACTORS INFLUENCING HIRING

- COMMUNICATE SKILLS
- HONESTY AND INTEGRITY
- TEAMWORK SKILLS
- INTERPERSONAL SKILLS
- STRONG WORK ETHIC
- MOTIVATION AND INITIATIVE
- FLEXIBILITY AND ADAPTABILITY
- ANALYTICAL SKILLS
- COMPUTER SKILLS
- ORGANIZATIONAL SKILLS



# IF YOU ARE NOT OFFERED THE JOB...



- KEEP A POSITIVE ATTITUDE
- KEEP YOUR GOALS IN MIND
- CONCENTRATE ON YOUR STRENGTHS
- STAY POSITIVE AND KEEP MOVING FORWARD!
- ALWAYS SEND A THANK YOU NOTE AFTER INTERVIEWS WHETHER YOU RECEIVE AN OFFER OR NOT

QUESTIONS?



# Contact us!

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