

# INTERVIEWING FOR SUCCESS

Prepared by Professor Smedley

Presented by  
Professor Smedley & Lashauna Smedley, IA

April, 2009

---

---

---

---

---

---

---

---

## Locating Jobs



- Company websites
- Association websites
- Job search websites (Monster, HotJobs, CareerBuilder, Dice, etc.)
- Hidden job market (networking)
  - Friends, family, neighbors, associates
  - Join associations in your chosen industry
  - Join chambers of commerce and attend mixers
- Internships

---

---

---

---

---

---

---

---

## Purpose of a Job Interview

- Find best fit for company or department
  - Resumes/applicants prescreened before interview



---

---

---

---

---

---

---

---

## Common Interviews Types

- One-on-one
- Panel
- Phone
- Teleconference
- Meal
  - Avoid foods that slip, drip, or sip
  - Avoid eating with your hands
  - Avoid alcohol
- First, second, third interviews, etc.
- Informational (fact finding)



---

---

---

---

---

---

---

---

## Before the Interview

Research the position and company

- Know specifics of the job
  - Salary, benefits, vacations, etc.
- Visit company website
  - Products/services, locations, etc.
- Read press releases, business reports, articles, blogs, etc.
- Check out competition

---

---

---

---

---

---

---

---

## Also Before the Interview

- Clean up or remove all "digital dirt"
  - MySpace
  - Facebook
  - Websites
  - Blogs and tweets
  - Web postings
  - Other social networking sites



---

---

---

---

---

---

---

---

## Interview Attire Tips

- ◉ Dress one level above job
- ◉ Avoid intimidating or offending colors and clashing patterns
- ◉ Attire will vary depending on job
- ◉ Wear appropriate shoes
- ◉ Wear natural hair color and conservative styles
- ◉ Men: Remove piercings
- ◉ Women: Remove extra piercings
- ◉ Cover tattoos with sleeves, pants, collars, make-up

---

---

---

---

---

---

---

---

## Professional Interview Attire

- ◉ Acceptable attire for professional places of business and professional positions



---

---

---

---

---

---

---

---

## Business Casual Interview Attire

- ◉ Acceptable attire for non-professional positions (e.g. restaurant/retail employees)



---

---

---

---

---

---

---

---

### Some Interview DOs

- ◉ Be first or last if possible
- ◉ Come alone
- ◉ Do a “drive by” before interview day
- ◉ Arrive 10-15 minutes early on interview day
- ◉ Turn **off** cell phone
- ◉ Make a good first impression
- ◉ Shake hands firmly
- ◉ Maintain direct eye contact

---

---

---

---

---

---

---

---

### More Interview DOs

- ◉ Bring copies of your resume (one for self too)
- ◉ Take notes during interview
- ◉ Explain how your expertise can help company
- ◉ Ask a question (not about salary or benefits)
- ◉ Suggestions:
  - When do you expect to make your decision?
  - How would you describe a typical day on the job?
  - What do YOU like about working here?

---

---

---

---

---

---

---

---

### Even More Interview DOs

- ◉ Speak clearly and directly
- ◉ Use good grammar
- ◉ Answer all questions completely, truthfully
- ◉ Be confident, not arrogant
- ◉ Handle difficult questions honestly, tactfully
- ◉ Have a memorable closing statement
- ◉ Thank your interviewer(s)
- ◉ Write a thank you note after interview

---

---

---

---

---

---

---

---

## Some Interview Don'ts

- ◉ Don't chew gum or mints during interview
- ◉ Don't marinate in perfume or cologne
- ◉ Don't let make-up speak for you
- ◉ Don't smoke before interview
- ◉ Don't eat pungent food before interview
- ◉ Don't arrive too early

---

---

---

---

---

---

---

---

## More Interview Don'ts

- ◉ Don't wear wrinkled clothes
- ◉ Don't crack jokes
- ◉ Don't ramble
- ◉ Don't divulge personal information
  - Age, marital status, sexual orientation, family situation, political affiliation, religion, etc.

---

---

---

---

---

---

---

---

## Common Interview Questions

- ◉ What are your strengths and weaknesses?
- ◉ Why should I hire you?
- ◉ What are your hobbies?
- ◉ Do you prefer working alone or in teams?
- ◉ What's the most recent (or favorite) book you've read (or movie you saw)?
- ◉ Who is your hero? Why?
- ◉ What do you know about this company?
- ◉ Where do you see yourself in five years?

---

---

---

---

---

---

---

---

## Summary

- Research company before interview
- Clean up “digital dirt”
- Dress appropriately
- Distribute copies of resume
- Be honest in your answers
- Handle difficult questions tactfully
- Ask at least one question
- Write a thank you note promptly

---

---

---

---

---

---

---

---

## Some Additional Resources

- <https://wexp.losrios.edu/>
- <http://www.quintcareers.com/>
- <http://www.abilitiesenhanced.com/digital-dirt.pdf>
- <http://www.bls.gov/OCO/>
- <http://www.metrochamber.org>
- <http://www.hoovers.com/free/>
- <http://www.napw.com/>

---

---

---

---

---

---

---

---

QUESTIONS?

---

---

---

---

---

---

---

---



---

---

---

---

---

---

---

---