

The Job Interview - Hints and Aids

- You should be “professional” if you want to be considered and treated as a professional.
- Present **yourself**, not your degree or major. It’s what you can do and problems you can solve that are most important.
- The interview is a major step in the employment process. Treat it as such.
- The most important thing to remember is to **BE PREPARED**. Do your homework.
- The more you know about the employing organization, position and Yourself, the stronger you will be as a candidate.
- In preparation, work for yourself as you would for an employer.
- Spend some quiet time thinking, organizing your thoughts, questions and research.

Education

Name/Address	Dates Attended	Year Graduated	Major Course Degree
High School _____	____ to _____	_____	_____
College _____	____ to _____	_____	_____
College _____	____ to _____	_____	_____
College _____	____ to _____	_____	_____

Work Experience - Include Part-Time, Summer and Volunteer Positions

Position	Employer	From - To	Responsibilities/Duties
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

References I could use Depending on the Nature of the Position (No relatives)

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

My Objectives

(Projections) related to what I like to do now-combined with appropriate experience over the coming years.

- 2 years _____
- 5 years _____
- 10 years _____
- 20 years _____

Additional Considerations

i.e.: financial, family, geography, etc.

My Interests

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

My Personal Support

My Skills

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

My Strengths

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

My Activities

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

My Weaknesses

- 1.
- 2.
- 3.

Examples of successes I have had that used my skills/strengths/abilities/experience/education; i.e.: independent study project...etc.

- 1.
- 2.
- 3.
- 4.

Additional experiences, skills, interests, abilities etc., I have that other candidates don't (what makes you unique and more valuable than all the other candidates who have the same degree).

Specifics For a Job

Organization Name: _____ Address: _____ Phone: _____

Interviewer's Name: _____ Title: _____ Position Title: _____

Things I know about the organization:

Things I know about the position:

Things I need to know about the organization/position:

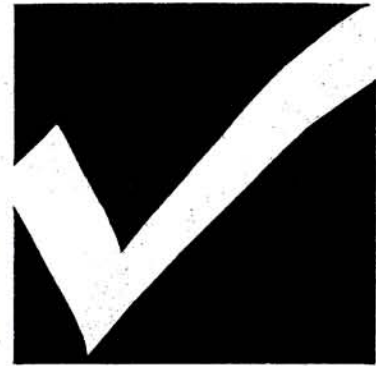
Things I like/dislike about the organization/position:

Who can I contact about this job or type of work that could give me some additional insight?

If I were the employer - what would I look for in a candidate for this position?

There's more help on interviewing in 110 Bray – Resume books and personal assistance

Part 2 - Job Analysis



- I have listed three or more types of employers in each of the work settings I am considering. _____

- I have identified employers who are interviewing people with my academic credentials who meet my requirements and interest me. _____

- I have compiled a list of employers who may not be interviewing, but who interest me. _____

- I have listed employers who are interviewing by sign-up dates and interview dates. _____

- I have talked to professionals and others associated with my field for advice and suggestions. _____

- I have drafted a basic letter of introduction and inquiry which can be used as a basis for writing to specific employers. _____

- I have completed and duplicated a standard interview form and/or resume. _____

- I have secured at least three persons [teachers, former employers, professional associates] to serve as references for me. _____

- I have sent individual letters to employers identified as possibilities who are not interviewing, and included a resume or interview form. _____

- I have checked all available recruitment information on employers in whom I am interested to see whether I might qualify for positions outside my area and, if so, have written requesting an interview. _____

- I have sought out and checked all sources of information about hiring patterns of companies in which I am interested, and sources of information about persons whose backgrounds are similar to mine to see what employers have hired them. _____

- Subtotal [A subtotal of less than 8 suggests limited scope of investigation of opportunities]

Part 3 - Interview Preparation

_____ I have studied all the literature available about employers with whom I desire an interview.

_____ I have arranged the time and date of each interview.

_____ I have formulated for each employer the specific questions I wish to ask during the interview.

_____ I have specific salary requirements in mind, and have studied salary data for information as to appropriateness.

_____ **I know what information I desire to get from the interview.**

- a. Type of work involved.
- b. Others who work in the organization. [Interests, degree level, sex, race, etc.]
- c. Nature of training program, if any.
- d. Career patterns typical of the organization, and whether mobility is required.
- e. Other things? _____

_____ **I have written out for myself the answers to commonly asked questions.**

- a. Short-term career objectives? _____
- b. Long-term career objectives? _____
- c. Why this employer interests me? _____
- d. Why I choose my area or field? _____
- e. Elaboration of interests, activities, and qualification? _____
- f. Why I chose my educational institution? _____
- g. What I expect of a job? _____

_____ **Subtotal** [A subtotal of less than 5 indicates you are not really prepared to interview.]

_____ **Subtotal, Part 1**

_____ **Subtotal, Part 2**

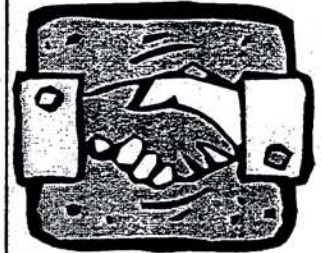
_____ **Subtotal, Part 3**

- You are well prepared if your score for each part is greater than 6, 8, and 5, respectively
- You are nearly prepared and need some finishing touches if your score equals at least 6, 8, and 5, respectively.
- You are only about half prepared if in any one part you have less than 6, 8, or 5, respectively.
- You are not ready if your score on two or more parts is not equal to 6, 8, or 5, respectively. If you are serious, see a counselor in your career planning and placement center.

Help Yourself!

#3 Interviewing

The employment interview is a situation in which you, the candidate, and the employment interviewer have an opportunity to exchange information regarding your candidacy. Since interviewers and interview situations are never alike, the best way to prepare for an interview is to be aware of what it is you are seeking, what you have to offer and why you feel you are suitable for the position. If you have searched your mind and developed a sense of personal understanding and direction, you should be comfortable enough with yourself to handle most interview situations.



2 common types
of interviews

The **Screening Interview**, which is brief, usually 30-60 minutes. First impressions are important as is the fact that you must be sure all relevant information is presented.

The more **in-depth on-site interview** is longer, up to a day in length. This is a follow-up to the screening interview and is the one where you will generally meet several members of the employing institution and must establish a rapport quickly.

In an interview, how you present yourself involves both **verbal and non-verbal skills**. Your appearance, enthusiasm, motivation, self-confidence and communication skills all have an effect on how you influence the interviewer.

The **format of an interview** will vary with each interviewer. Some will be highlight structured while others may be non-directive. Generally there is an opening period of time where rapport is established. This is followed by the main portion in which there is a probing of the candidate's goals and qualifications. The conclusion of the interview includes a time for you to ask final questions, make the points you were unable to earlier, and summarize the next steps to be taken.

Remember, the interviewer is human too and has a job to do. He/she must determine in a very few minutes who might fit the needs of the employer and who would not. First impressions count as does poise, sense of humor, and how you handle the stress of the interview. The process of securing a rewarding position takes time, do not expect too much to happen immediately. Do not take the questions and process too personal and recognize that you are going to be nervous, it is only natural.

What Employers Are Looking For

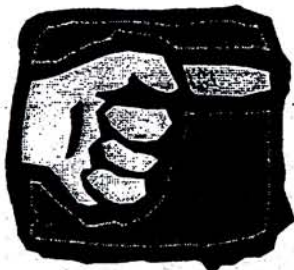
resourcefulness
direction/goals
ability to think
academic ability
organization skills
management potential
assume responsibility
communication skills
extra-curricular activities

self confidence
problem -solver
sense of humor
social skills
common sense
productivity
self starter
energy level
decisiveness

flexibility
attendance
experience
commitment
enthusiasm
initiative
motivation
appearance
character

foresight
alertness
awareness
maturity
attitude
stability
loyalty
insight
tact

Be's, Do's and Don'ts



BE: Yourself - above all else! Honest and frank, but tactful.
Relaxed - as much as possible under the circumstances.
Confidant and enthusiastic.
Alert - Listen to what is said and answer the question that is asked with specifics if possible.
On Time - 5 to 10 minutes early (but no more).
Neat, clean, appropriately dressed and groomed (hair, teeth, finger nails, etc.)
Prepared - Find out everything you can about the company before you get there. Understand what they do and expect of you. Know your skills, interests, qualification, experience, values, needs. Know your history of employment and schooling - names, dates, responsibilities. Have reference information handy. Know your honors, awards, achievements. Know your strengths and limitations and what familiarity you have with equipment, procedures and related processes.

DO: Have an opening remark in case one is needed.

Let the interviewer run the interview - follow their leads and cues.
Open up and talk about yourself - no one else will do it for you.
Be sure you give all the information you feel is necessary for them to know.
Know the interviewer's name and title, and the company's name and address.
Anticipate questions that might be asked - think about possible answers.
Think before answering a question if necessary - idle talk is harmful!
Prepare a few questions to ask the interviewer - make sure they make sense.
Clarify your answers if they look puzzled.
Ask them to clarify their questions if you are really not sure what they want.
Use correct English - avoid slang - (uhs), (ers) and (yeps).
Show proper manners, social skills, communication skills, and smile.
React in a lively way.
Sit up straight with your feet flat on the floor, maintain eye contact.
Keep an open mind - pick up non-verbal cues (nods, smiles, etc.).
Stress achievements, use action words and descriptions, be positive and confidant.
Let them know you are interested, if you are, avoid being too contained.
Bring a pen and paper, keep a record of what was said; when you met, where, what happened.
Review the interview and learn from it.
Know what the next step(s) will be before you leave.



DON'T: Argue, discuss personal or financial problems; complain, speak poorly about past or present employers.
Have a limp hand shake.
Chew gum or smoke.
Sit until offered or it is apparent that you should.
Put on, act, bluff, etc.
Play with your fingers, pen, tie, etc.
Take notes during the interview (wait until after to write).
Ask about salary, benefits, etc., until they bring it up or it appears you should.
Be a No show - if you can't make it or are going to be late, call!
Put yourself down or spend time on limitations or lack of experience.
Be limiting in the nature of work you would consider
Recite memorized data about the organization.

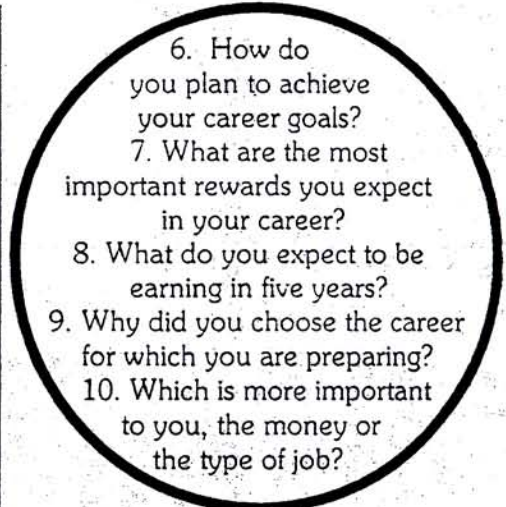
Help Yourself!

#4 Common Interview Questions

The following questions are commonly asked one way or another during an initial interview. To prepare yourself for an interview, go through these questions and formulate a response that is appropriate for the position you are seeking. Ask a friend to act as the interviewer and ask these questions. Then reverse the role so you get experience from both points of view. Consider how you felt when you responded out loud to the questions, and how you felt as you were asking them. Did you present your most positive image? Did you stay away from slang, ers, ums, likes, etc.? How was your voice quality? Did you respond with the quality of content that gave the full and complete information package you wanted to present? Develop some questions that you would ask if you were the interviewer for the position you are seeking, then answer them. Be sure to practice out loud whenever possible. Get to the point but be complete and concise. Avoid a computer type response. Remember the interviewer is human too.



1. What are your long range and short range goals and objectives, when and why did you establish these goals and how are you preparing yourself to achieve them?
2. What specific goals, other than those related to your occupation, have you established for yourself for the next ten years?
3. What do you see yourself doing five years from now?
4. What do you really want to do in life?
5. What are your long range career objectives?



6. How do you plan to achieve your career goals?
7. What are the most important rewards you expect in your career?
8. What do you expect to be earning in five years?
9. Why did you choose the career for which you are preparing?
10. Which is more important to you, the money or the type of job?



11. What do you consider to be your greatest strengths and weaknesses?
12. How would you describe yourself?
13. How do you think a friend or professor who knows you well would describe you?
14. What motivates you to put forth your greatest effort?
15. How has your college experience prepared you for your career?



16. Why should I hire you?
17. What qualifications do you have that make you think that you will be successful?
18. How do you determine or evaluate success?
19. What do you think it takes to be successful in a company like ours?
20. In what ways do you think you can make a contribution to our organization?

21. What qualities should a successful manager possess?
22. Describe the relationship that should exist between a supervisor and subordinates.
23. What two or three accomplishments have given you the most satisfaction? Why?
24. Describe your most rewarding college experience.
25. If you were hiring a graduate for this position, what qualities



31. What changes would you make in your college or university?
32. Do you have plans for continued study? An advanced degree?
33. Do you think that your grades are a good indication of your academic achievement?
34. What have you learned from participation in extracurricular activities?
35. In what kind of work environment are you most comfortable?

26. Why did you select your college or university?
27. What led you to choose your field of major study?
28. What college subjects did you like best? Why?
29. What college subjects did you like least? Why?
30. If you could do so, how would you plan your academic study differently? Why?



36. How do you work under pressure?
37. In what part-time work are you interested? Why?
38. How would you describe the ideal job for you following graduation?
39. Why did you decide to seek a position with this company?
40. What do you know about our

41. What two or three things are most important to you in your job?
42. Are you seeking employment in a company of a certain size? Why?
43. What criteria are you using to evaluate the company for which you hope to work?
44. What men and women have influenced your life most and why?
45. Will you relocate? Does relocation bother you?

46. Are you willing to travel?
47. Are you willing to spend at least six months as a trainee?
48. Why do you think you might like to live in the community in which our company is located?
49. What major problem have you encountered and how did you deal with it?
50. What have you learned from your mistakes?
51. Tell me about yourself.

There are several books as well as individual help in 110 Bray about interviewing skills.

A current trend of interviewing is called SAR. The interviewer will ask you to describe a situation you encountered (usually related to what you might encounter on the job), describe what action you took and what were the results. Have in mind a few "real life" events that you actively were involved with that the end result was influenced by you. (A class project, meeting, tense situation etc.)

The checklist below will help you identify some of your personal characteristics. Many of these characteristics could be useful to you in a job and in your search for a job.

As you read through the list, put a check mark next to each word which describes you. Then look again at the words you've checked and circle those which seem most relevant to your career plans.

Checklist of Personal Strengths

You may want to use these words on your resume, in a cover letter or for describing yourself in an interview. To help you in an interview, pick three qualities and cite a life experience which exemplifies those qualities.

- | | | | | |
|---|---|---|--|---|
| <input type="checkbox"/> academic | <input type="checkbox"/> DARING | <input type="checkbox"/> imaginative | <input type="checkbox"/> poised | <input type="checkbox"/> spunky |
| <input type="checkbox"/> accomplished | <input type="checkbox"/> decisive | <input type="checkbox"/> independent | <input type="checkbox"/> polite | <input type="checkbox"/> stable |
| <input type="checkbox"/> accountable | <input type="checkbox"/> deliberate | <input type="checkbox"/> individualistic | <input type="checkbox"/> practical | <input type="checkbox"/> steady |
| <input type="checkbox"/> accurate | <input type="checkbox"/> democratic | <input type="checkbox"/> industrious | <input type="checkbox"/> precise | <input type="checkbox"/> strong |
| <input type="checkbox"/> adaptable | <input type="checkbox"/> dependable | <input type="checkbox"/> informed | <input type="checkbox"/> prepared | <input type="checkbox"/> sympathetic |
| <input type="checkbox"/> <i>adventurous</i> | <input type="checkbox"/> DETERMINED | <input type="checkbox"/> INFORMAL | <input type="checkbox"/> professional | <input type="checkbox"/> tactful |
| <input type="checkbox"/> affectionate | <input type="checkbox"/> DIGNIFIED | <input type="checkbox"/> ingenuous | <input type="checkbox"/> progressive | <input type="checkbox"/> talented |
| <input type="checkbox"/> aggressive | <input type="checkbox"/> diligent | <input type="checkbox"/> INTELLECTUAL | <input type="checkbox"/> prudent | <input type="checkbox"/> teachable |
| <input type="checkbox"/> ALERT | <input type="checkbox"/> DISCREET | <input type="checkbox"/> intelligent | <input type="checkbox"/> productive | <input type="checkbox"/> technical |
| <input type="checkbox"/> AMBITIOUS | <input type="checkbox"/> DISCIPLINED | <input type="checkbox"/> inventive | <input type="checkbox"/> punctual | <input type="checkbox"/> TENACIOUS |
| <input type="checkbox"/> articulate | <input type="checkbox"/> dominant | <input type="checkbox"/> kind | <input type="checkbox"/> purposeful | <input type="checkbox"/> THOROUGH |
| <input type="checkbox"/> artistic | <input type="checkbox"/> ENTER | <input type="checkbox"/> leisurely | <input type="checkbox"/> qualified | <input type="checkbox"/> thoughtful |
| <input type="checkbox"/> assertive | <input type="checkbox"/> easily-taught | <input type="checkbox"/> level-headed | <input type="checkbox"/> QUICK | <input type="checkbox"/> TOLERANT |
| <input type="checkbox"/> attentive | <input type="checkbox"/> easy going | <input type="checkbox"/> light-hearted | <input type="checkbox"/> quick learner | <input type="checkbox"/> TOUGH |
| <input type="checkbox"/> bold | <input type="checkbox"/> efficient | <input type="checkbox"/> literate | <input type="checkbox"/> QUIET | <input type="checkbox"/> trained |
| <input type="checkbox"/> bright | <input type="checkbox"/> emotional | <input type="checkbox"/> likeable | <input type="checkbox"/> rational | <input type="checkbox"/> trusting |
| <input type="checkbox"/> broadminded | <input type="checkbox"/> energetic | <input type="checkbox"/> logical | <input type="checkbox"/> realistic | <input type="checkbox"/> TRUSTWORTHY |
| <input type="checkbox"/> businesslike | <input type="checkbox"/> enterprising | <input type="checkbox"/> loyal | <input type="checkbox"/> reasonable | <input type="checkbox"/> UNATTENDED |
| <input type="checkbox"/> calm | <input type="checkbox"/> enthusiastic | <input type="checkbox"/> mature | <input type="checkbox"/> reflective | <input type="checkbox"/> unassuming |
| <input type="checkbox"/> capable | <input type="checkbox"/> even-tempered | <input type="checkbox"/> methodical | <input type="checkbox"/> relaxed | <input type="checkbox"/> understanding |
| <input type="checkbox"/> careful | <input type="checkbox"/> experienced | <input type="checkbox"/> meticulous | <input type="checkbox"/> RELIABLE | <input type="checkbox"/> UNEXCITABLE |
| <input type="checkbox"/> cautious | <input type="checkbox"/> expert | <input type="checkbox"/> mild | <input type="checkbox"/> reserved | <input type="checkbox"/> uninhibited |
| <input type="checkbox"/> charming | <input type="checkbox"/> exacting | <input type="checkbox"/> moderate | <input type="checkbox"/> resourceful | <input type="checkbox"/> VERBAL |
| <input type="checkbox"/> cheerful | <input type="checkbox"/> fair minded | <input type="checkbox"/> modest | <input type="checkbox"/> responsible | <input type="checkbox"/> versatile |
| <input type="checkbox"/> clear-thinking | <input type="checkbox"/> farsighted | <input type="checkbox"/> natural | <input type="checkbox"/> responsive | <input type="checkbox"/> warm |
| <input type="checkbox"/> clever | <input type="checkbox"/> firm | <input type="checkbox"/> OBLIGING | <input type="checkbox"/> retiring | <input type="checkbox"/> wholesome |
| <input type="checkbox"/> competent | <input type="checkbox"/> flexible | <input type="checkbox"/> OCCASIONALLY | <input type="checkbox"/> robust | <input type="checkbox"/> willing |
| <input type="checkbox"/> competitive | <input type="checkbox"/> FORCEFUL | <input type="checkbox"/> OPPORTUNISTIC | <input type="checkbox"/> SELF-DISCIPLINED | <input type="checkbox"/> wise |
| <input type="checkbox"/> concerned | <input type="checkbox"/> formal | <input type="checkbox"/> optimistic | <input type="checkbox"/> self-confidant | <input type="checkbox"/> WITTY |
| <input type="checkbox"/> confidant | <input type="checkbox"/> FRANK | <input type="checkbox"/> organized | <input type="checkbox"/> self-controlled | <input type="checkbox"/> zany |
| <input type="checkbox"/> conscientious | <input type="checkbox"/> friendly | <input type="checkbox"/> outgoing | <input type="checkbox"/> sensible | |
| <input type="checkbox"/> conservative | <input type="checkbox"/> GENEROUS | <input type="checkbox"/> PAINSTAKING | <input type="checkbox"/> sensitive | |
| <input type="checkbox"/> considerate | <input type="checkbox"/> gentle | <input type="checkbox"/> particular | <input type="checkbox"/> serious | |
| <input type="checkbox"/> cool | <input type="checkbox"/> good-natured | <input type="checkbox"/> patient | <input type="checkbox"/> skillful | |
| <input type="checkbox"/> cooperative | <input type="checkbox"/> healthy | <input type="checkbox"/> peaceable | <input type="checkbox"/> SHARP-WITTED | |
| <input type="checkbox"/> courageous | <input type="checkbox"/> helpful | <input type="checkbox"/> perceptive | <input type="checkbox"/> sincere | |
| <input type="checkbox"/> creative | <input type="checkbox"/> honest | <input type="checkbox"/> persevering | <input type="checkbox"/> SOCIABLE | |
| <input type="checkbox"/> curious | <input type="checkbox"/> HUMOROUS | <input type="checkbox"/> pleasant | <input type="checkbox"/> spontaneous | |
| | <input type="checkbox"/> idealistic | | | |

(Write in, below, any additional words that you believe describe you.)
