

When seeking a job you must:

1. Create a cover letter or letter of introduction
2. Create a resume
3. Participate in an interview

Today, we are going to discuss the very last step.

Interview

What you need to know
about the interview
process.

Interviews are used by:

- Employers to make hiring and promotion decisions.
- Colleges making admission decisions.
- Scholarship committees making financial decisions.

**What would make an interview
successful?**



Before the Interview

- Do your homework! Do some research.
- Know where you are going.
- Arrive 5 to 15 minutes early.
- Dress for success.
 - <http://video.about.com/jobsearch/Job-Interview-Body-Language.htm>

The Start of the Interview

- Inform the secretary that you have an interview, whom it is with, and the time.
- Look straight into the interviewers eyes, shake hand firmly, introduce yourself, and smile, be confident and wait till they offer you a seat.
- Be positive in communication.
- When all else fails: SMILE!

Don't:

- Smoke,
- chew gum
- curse
- Slouch
- put your hands on items on the interviewers desk
- fidget with rings, pens, ties, change, or other things in reach.

During the Interview:

- Always face forward with good posture
 - Lean in rather than away
- Stay positive with your attitude and answers.
- Don't be a know it all!
- Be honest with answers.
- If you don't understand, ask the interviewer to explain.
- Organize thoughts before thinking. It is ok to pause.
- **BEHAVIORAL INTERVIEWS:** past performance is the best predictor of future performance.

Don't:

- Emphasize your weaknesses
- Draw attention to negative attributes such as poor attendance
- Criticize former employers, or school personnel.
- Discuss personal issues
- Discuss salary or benefits until they bring it up.

The End of the Interview:

- Ask the job-related questions you prepared for the interview.
- You may be offered the job immediately. Ask specific questions about salary, benefits, and hours.
- If you are told you will be contacted, ask how long it will be.
- Thank the person for the interview and considering you as a potential employee or student.
- Shake hands firmly.

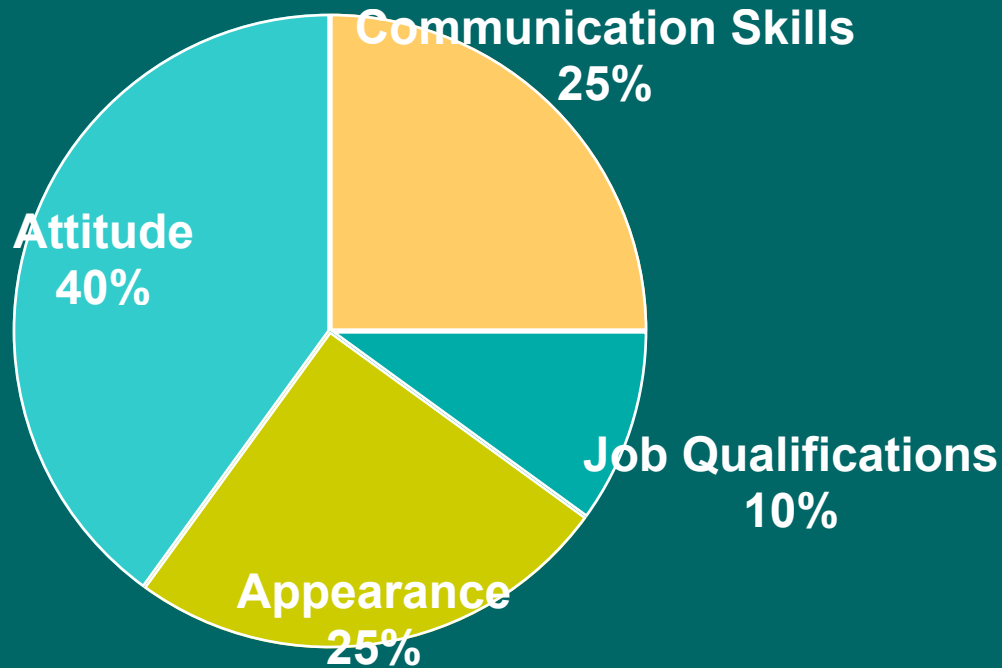
The Follow-Up:

- Send the interviewer a thank-you letter soon after the interview.
- Call the company or college about a week after interview to find out if they have made a decision.

Why People Are Not Hired

- Poor personal appearance
- Inability to communicate clearly, poor voice, and grammar
- Lack of planning for career
- Lack of enthusiasm
- Condemning past employer
- Failure to look in the eye
- Limp handshake
- Late
- Does not thank interviewer for time
- Ask no questions.
- Lack of knowledge of company.

How are you rated during the interview?



Now, let's practice!

- Directions:
 1. I will divide you into groups of four.
 2. You will be given ONE interview question.
 3. Each of you need to come up with a response to the question, share your responses with each other to receive feedback.
 4. One person from the group will be selected to participate in the mock interview.
 5. The entire groups grade will be based on that students response.