Interviewing Workshop
Goals

- Share tips and practices of three interview formats: phone, individual, and panel
- Help you understand the differences and why each format is important
- Understand which interview questions you should ask, and why
- Guide you on how to follow-up after the interview has been done
What is an Interview?

- Your first in-person encounter
- Your interview is the make-it or break-it time to land the job
- An opportunity to fill in what your resume may not have had room to display
- Should be something you prepare for, and take very seriously: avoid “winging it”
Why Do Companies Conduct Interviews?

- Actions speak louder than words
- The little “tests”
- Do you fit the culture?
- Potential tours
- Additional meetings with hiring decision makers
Preparation

- Company research
- Leave-behinds and portfolios
- Questions you need to be ready to answer
- Questions you want to be ready to ask
- Practice!
Phone Interviews

- Get dressed
- Appropriate setting
- Items to have with you
- Body posture/stance
- Expectations if others are going to be near you
In-Person Interviews

- Finding your way
- Appropriate attire, appearance, and scent
- Know who you are meeting with, and what time you interview is scheduled to begin
- When to arrive
- What do I bring with me?
Individual Interviews

- Have a solid greeting for the interviewer
- Eye contact, body language, and voice tone/volume
- Taking notes
Panel Interviews

- Follow the rules for individual interviews, and also be ready for:
  - Materials for everyone
  - Shifting eye contact
  - Connecting with each interviewer
Technical Interview Questions

- Know what’s on your resume

- Practice listing your skills, computer programs, tools you can use, etc.

- Be specific: quantify!
Behavioral Interview Questions

- “Past behaviors suggest future actions”
- What did YOU do to remedy a situation or complete a project
- STAR method
- Paint the picture
Questions to Avoid

- How much will you pay me?
- Do I get paid vacation?
- How do I get your job?
- Do you pay for school?
- How soon can I get promoted?
Questions to Ask

- How is the best way for me to become a star in your eyes?
- What is a typical work day for someone in this position?
- Where do you see this company in 5 years?
- Why did you choose to work here?
Inappropriate Interview Questions

- Do you know what an illegal interview question is?
- How to answer an illegal interview question
- Why this may be a risky job to take if offered
Thanks and Follow Up

- Offer a sincere “thank you” and mention something specific
- When to follow up
- How to follow up
- Why should you follow up