**Unit 5 Interview Skills**

**You never get a second chance to make a good first impression!**

The job interview is the most important aspect of your job search. Often it is the person with the best interviewing skills, not necessarily the best qualifications, who gets the job offer**.** The interview is your opportunity to stand out from the crowd, to send the employer a clear message that you are the best candidate for the position. It is said that an interviewer decides during the first 30 seconds whether or not to hire an applicant. You have a small window of opportunity to leave the employer with the impression that hiring you is the best thing he/she can do for the organization. In other words, SELL YOURSELF! If you don’t, no one else will.

**How to Prepare for an Interview**

1. Examine the job description

2. Know why you want the job: Here’s a list of questions that you should consider your answers when preparing…

• Why do you want this job?

• Why are you the best person for the job?

• What relevant experience do you have?

• Why are you interested in working for this company?

• What can you contribute to this company?

• What do you know about this company?

• What challenges are you looking for in a position?

• Why do you want to work for this company?

• Why should we hire you?

• What are your salary requirements?

3. Do your research

4. Review common interview questions

5. Prepare physically

6. Prepare yourself through mock interviews

7. Have hard copies ready

8. Plan ahead for transportation

9. Dress for success- It is important to have to be well-groomed, remember professionalism is expected from everyone and grooming is an important factor. Well dressed, be fresh, comb your hair.

Clothes and Shoes -Do ensure that your shoes are shined and cleaned. Your clothing should be neatly pressed. This seems obvious, but it’s important to point out: Clothing should be free of odors and stains.

Don’t wear clothes that are ill-fitting or shoes that are difficult to walk in. You want to concentrate on the interview, not on how uncomfortable you feel.

Nail- Do prepare your hands and nails for the all-important handshake. Trim your fingernails neatly and file away any rough edges. Make sure your nails are clean and tidy. Apply some hand cream for added softness.

Hair-Do pays a little extra attention to your hair. Make sure that it is neatly combed and brushed away from your face. Men may want to get a haircut a day or two before the interview. Women should wash and style their hair neatly, or wear it away from their face in a low ponytail or a casual updo, such as a chignon. Don’t wear your hair wet to an interview — even if you tie it back. This may give the impression that you were in a hurry or didn’t take the time to properly prepare.

Skin Care-Do put your best face forward. Wash your face and use a gentle scrub to exfoliate your skin before the interview.

Makeup-Do wears makeup that is light and professional (if you typically wear makeup).

Do brush and floss your teeth to ensure you have fresh breath. Shower and use deodorant, but use products with little or no fragrance.

Don’t use heavy perfumes or colognes. Some people are very sensitive to fragrance, so your risk irritating your interviewer. If you smoke, don’t do it before the interview. Don’t chew gum or mints during the interview.

**5.6.Telephonic interviews**

Many recruiters screen applicants with a phone interview. Learn how to master the recruiter call with these 11 crucial phone interview dos and don’ts.

In some ways, phone interviews can be even more intimidating than in-person interviews. Since you aren’t to see the recruiter to read his or her facial expressions and demeanor, it can be hard to judge how you are doing. For this reason, it is especially important to educate yourself on the top telephone interview dos and don’ts for the best chance of nailing the interview.

No matter how confident you may feel in the days or hours leading up to your phone screening, make sure you become familiar with the following 11 phone interview dos and don’ts. Committing them to memory will help you avoid common phone etiquette faux pas and ensure that you pass your interview with unparalleled professionalism.

1. DO keep your phone battery charged. The last thing you want to do is end up unintentionally dropping the call due to a dead cell phone battery. If you know when the call is going to take place, spend some time fully charging your battery beforehand. If you are not sure when to expect the call, carry a portable cell phone charger with you and never let your phone drop below 50% battery life.

2. DO let friends and family know you are expecting an important call. Let your friends and family know in advance that you are expecting a telephone interview and that you must not be disturbed when the call comes through. Additionally, give instructions for proper message taking if you happen to be in the shower or otherwise engaged when the call comes through.

3. DO go someplace quiet. If a recruiter calls you while you are in a noisy location, make sure you quickly move to a quiet area where you can concentrate and clearly hear the interviewer. Do not attempt to carry out the interview in an area with excessive background noise.

4. DO keep a pen and paper handy. You will most likely want to write down information during your interview, including the name and title of the person interviewing you, for future reference. Keep a pen and paper near your phone or in your car or purse so that you can access it quickly when needed.

5. DO speak clearly and slowly. Many people subconsciously talk more quickly when they are on the phone. To avoid sounding like a runaway train, make a conscious effort to speak more slowly and clearly without losing your enthusiastic tone.

6. DON’T make your outgoing voicemail message sound too casual or silly. Change your voicemail greeting to a more professional message when you are expecting a recruiter to call. Ideally, you will be available to answer the phone right when it rings, but if you miss it for any reason when the recruiter calls, you want to make sure he or she is greeted with a courteous and professional message.

7. DON’T try to talk through all of the silences. It is inevitable that you will encounter some moments of silence during your interview while the recruiter collects his or her thoughts. Don’t feel like you must fill these brief lulls in conversation. If the silence seems to drag on for too long, feel free to politely ask a question of your own.

8. DON’T eat, drink, or chew gum during your interview. Just because the interviewer can’t see you does not mean he or she can’t hear you over the phone. Your mouth should only be speaking during your interview, not full of food and drink.

9. DON’T interrupt the interviewer. Since you can’t see the recruiter during a phone interview, it can be difficult to anticipate when he or she is going to talk. In order to avoid accidentally interrupting him or her, try to avoid speaking unless you are asked a question or are invited to ask questions of your own.

10. DON’T bring up salary or benefits. The initial phone screen is absolutely not the time to inquire about a role’s salary or benefits. In rare cases, the interviewer may decide to raise the subject during the phone interview, but most will save salary negotiations for the first or second in-person interview.

11.DON’T allow yourself to sound bored. When you are being interviewed via telephone, it is even more important than usual to infuse your voice with interest and enthusiasm. Remember that the recruiter can’t see whether you are smiling or frowning, so do your best to put a “smile”Â in your voice. The best way to do this is by actually smiling during the interview, even if you feel silly doing so without an audience. Additionally, you should refrain from yawning or sounding otherwise disinterested in what the recruiter has to say.

**Tips for acing your online interviews**

• Talk professionally

• Dress properly

• Make eye contact

• Consider your body language

• Have a backup plan

• Be relaxed

• Have a good background for a better impression