

Interviewing

Lebanon Valley College

**EDWARD AND LYNN BREEN CENTER FOR
CAREER AND PROFESSIONAL
DEVELOPMENT**

Lebergen Learning Commons | Lower Level, Mund College Center

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DRESS FOR SUCCESS



Appropriate Attire for Interviews and Job Fairs

These are general dress guidelines. Standards of dress may vary between industries and companies. Always research prior to an interview or event to adhere to company culture. When in doubt, dress business professional.

Attire:

- Two-piece dark colored suit (navy, charcoal, black- solid or light stripes)
 - Jacket sleeve length should fall 1/2" below wrist, sleeve of shirt should extend 1/2" beyond the suit jacket sleeve
 - Pant leg should touch the front of the shoe and fall above the heel in the back
 - Skirt should be knee-length when standing and thighs covered when seated
 - Suits usually have tacking stiches to hold blazer vents and pockets in place before purchase; make sure these are removed
- Tie or bow tie
- Dress shirt or blouse with a conservative neckline
- All clothes ironed



DRESS FOR SUCCESS



Grooming:

- Hair and facial hair should be neatly styled
- Nails should be clean
- No heavy cologne or perfume
- Light makeup

Accessories:

- Conservative accessories; no distracting jewelry
- Carry a padfolio, professional bag, or simple purse
- Turn off phone and remove smart accessories



Shoes:

- Polished dress shoes, flats, or heels
- No sneakers or open-toed shoes
- Dark or neutral dress socks



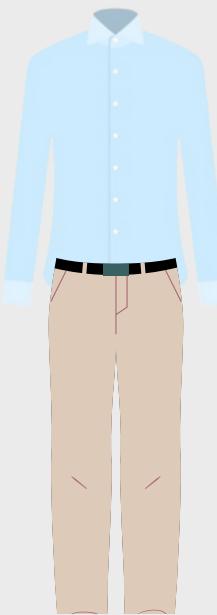
DRESS FOR SUCCESS

Appropriate Attire for information sessions and other less formal employer events

These are general dress guidelines. Standards of dress may vary between industries and companies. Always research prior to an interview or event to adhere to company culture. When in doubt, dress business professional.

Attire:

- Dress shirt, polo shirt, sweater or blouse
- Ties are optional
- Chinos or dress pants
- Dresses or skirts should be knee-length when standing and thighs covered when seated
- No jeans, shorts, sundresses, or athletic wear
- All clothes ironed



DRESS FOR SUCCESS

Shoes:

- Oxfords, derbys, loafers, flats, wedges, or heels
- No sneakers



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DRESS FOR SUCCESS



Trans Professional Dress Tip:

Whether to dress according to traditional, cisgender norms or wear clothes that allow you to express your gender identity can be a difficult decision and will likely be impacted by the employer or industry. For organizations that are more LGBTQ-inclusive, you may feel comfortable wearing clothes typically associated with your gender identity. Some candidates may choose to dress in gender-neutral, androgynous clothing. Utilize resources like the HRC Corporate Equality Index (hrc.org) to get a sense of how open and accepting a company is. Career Coaches are also available to talk about your specific situation.

**Do you need professional clothing? Email
breencenter@lvc.edu to visit the Career Closet!**

Your Ad Here

INTERVIEW PREPARATION



Preparing for an Interview

An interview is an opportunity to showcase your relevant strengths, experience, and interest in the position for which you are applying. An interview is also a chance for you to ask questions of the employer to find out if the position is a good fit for you.

A few things to know...

- Interviewing requires advanced planning, preparation, and practice.
- Interviewing is an interactive process. An interview is a conversation with a purpose.
- Interviewers are human too!
- You, too, have decisions in the interview process.
- Some interviewers are skilled at interviewing; others are not.
- Some interviewers are talkative; others let YOU do most of the talking.
- Some interviewers are highly structured; others are more conversational and casual.

*Whether you've had one interview or 15 interviews, you will find that all interviews are different.

Your challenge is to be ready for any style! To prepare for any type of interview, think about it in three stages:

3 Interview Stages:

**Before the
interview
(Preparation)**

**During the
interview
(Communication)**

**After the interview
(Follow-Up)**

INTERVIEW PREPARATION

Types of Interviews

Screening Interview

- You will exchange information, focused on questions about your skills and experiences.
- Usually an even flow of information between the interviewer and interviewee.
- Some interviews will incorporate behavioral interviewing strategies in a screening interview
- On-campus interviews are typically this type

Telephone Interview

- Common when an employer wishes to screen candidates before bringing a few in for an interview.
- This interview often indicates that you have exhibited some of the experiences and skills sought.
- Typically scheduled in advance during a time that is convenient for both parties.
- Some of the items you should have in front of you during a telephone interview are your resume, company information, job description, and key points you want to share.

Group Interview

- Occur occasionally when employers want to talk with many candidates at one time.
- You may, as a group, be given a problem to solve and explain. Your best strategy is to be involved, rather than be aggressive or passive in the interaction. You want to balance your ability to lead, listen, and follow directions.

INTERVIEW PREPARATION



Types of Interviews

Panel Interviews

- Several interviewers gather to ask questions often as a time-saving device for employers
- You want to respond to the first person asking the question, and then make eye contact with the remainder of the group throughout the answer

Case Interviews

- Used primarily by consulting firms and for higher level positions.
- The interview stimulates a work issue of the job and involves a presentation on the hypothetical or real business case or quantitative problem
- An employer is evaluating your problem-solving skills when dealing with difficult situations. A case interview requires intensive preparation with practice cases.

Behavioral Interviews

- Asks job candidates to provide concrete evidence of their qualifications in behavioral terms. Based on the premise that the best predictor of future potential is past performance.
- The interview focuses on identifying specific examples in an applicant's background that document skill in the areas relevant to the job description.
- Be prepared to discuss specific, concrete, and relevant behaviors in an employment interview. You will be demonstrating the attributes of initiative, problem-solving, planning, communication, motivation, and maturity that most interviewers are seeking in employees.

BEFORE THE INTERVIEW

Before the Interview Checklist

Know what you have to offer



Employers desire employees who are self-aware and able to communicate clearly about what they have to offer. After reflecting on your diverse experiences, what have you learned and how does this relate to the position for which you are applying? Write down specific examples that would illustrate your match for the job description. Study your resume and be prepared to articulate the transferability of all experiences listed. Remember, many experiences could serve as a good example for multiple questions, so be prepared to think about your experiences from different vantage points.

Understand the position



If you have not been given a position description, request one from the organization. What specific qualifications are they seeking? What particular strengths are they looking for in a candidate? If possible, conduct an informational interview with a professional who currently holds this type of position to get an inside perspective. Utilize resources such as the **Occupational Outlook Handbook** and **O*NET** to gather information on typical duties and skills required.

BEFORE THE INTERVIEW

Before the Interview Checklist

Research the Organization

Spend time exploring the organization's website and/or informational literature. What is the organization proud of? What is their mission/vision statement? What is the primary population they serve? What is their reputation in the industry? Try to access their most recent annual report. Follow them on Twitter and LinkedIn. Employers will expect you to know background information on their organization, so be ready. If you know the name of your interviewer, check to see if they have a LinkedIn profile so you can view their professional background.

Be aware of your interviewing strengths and weaknesses

If you have not been given a position description, request one from the organization. What specific qualifications are they seeking? What particular strengths are they looking for in a candidate? If possible, conduct an informational interview with a professional who currently holds this type of position to get an inside perspective. Utilize resources such as the Occupational Outlook Handbook and O*NET to gather information on typical duties and skills required.

BEFORE THE INTERVIEW

First Impressions Matter!

You should get in the interview mindset as soon as you walk out the door on your way to the interview (for Zoom interviews, as soon as you turn on the computer). You never know who you are going to interact with along the way

– you might interact with your interviewer while driving, in the parking lot, the elevator, the restroom, etc. Keep in mind that everyone you interact with can potentially be your interviewer, and first impressions do matter.

Arrival Time

- Arrive at your interviewing destination approximately 10-15 minutes early. This should give you some time to organize your thoughts and observe the working environment. Do not arrive too early (if you do, wait in your car or outside the building)—you do not want to put your future employer in a position of feeling like they have to entertain you while you wait.

Cell Phones

- Remember to turn off all electronic devices! This applies to smart watches. The ideal solution is to leave all electronic devices in your car, to avoid any temptation at distractions.

Professional Dress Code

- For most organizations, typical interview attire includes a well-tailored professional suit; however, it can be helpful to find out what is most appropriate from someone working in the field. Avoid overdoing accessories, makeup, cologne or perfume. Dress in neutral tones. You want the interviewer to focus on you and what you are saying, and not be distracted by what you are wearing. Some people might be sensitive or allergic to certain smells/perfumes.

BEFORE THE INTERVIEW

Professional Behavior

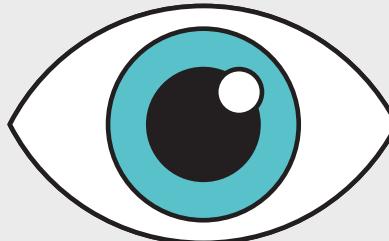
- Professionalism is more than dress; it is how you present yourself. Stand when the interviewer approaches you.

Firm Handshake



- Extend a firm handshake to your interviewers. If you have a “limp fish” or “gorilla” handshake, practice with a friend ahead of time, or meet with a Breen Center career coach.

Eye Contact



- This shows confidence and engages the interviewer

Smile



- Be polite to everyone you meet. You want to come across as enthusiastic, friendly, and approachable. Avoid negativity, both verbal and nonverbal.

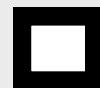
DURING THE INTERVIEW

During the Interview (Communication)

Make sure you bring...



A folder/portfolio with a notepad and a pen



Extra copies of your resume



Typed list of your references



List of questions you would like to ask

Interviewing Tips

- Build rapport by greeting the interviewer by name, with a smile, firm handshake, and good eye contact
- Make sure your answers are articulate, concise, and relate to the question
- Be prepared for questions like: Tell me about yourself. Why are you interested in our position/company?
- Pay attention to non-verbal cues and body language. What message are you conveying?
- Be sure to use specific examples from past experiences when answering questions
- To reduce anxiety, try to think of the interview as a conversation -- the interviewer is getting to know you and you are getting to know him/her/they
- Respond to questions by highlighting your strengths and accomplishments
- Avoid talking too much or getting off track on tangents. In general, keep your answers to less than 2 minutes
- When addressing weaknesses, be sure to communicate how you are working to overcome them

DURING THE INTERVIEW

- Be sure to ask intelligent questions that will underscore your interest and initiative (see below for sample questions to ask an employer)
- It is okay to take a moment to think rather than answering a question prematurely. Be sure to ask for a minute to formulate your thoughts related to the question
- Be prepared to talk about the experiences listed on your resume. Many interviewers ask questions specifically related to this information
 - Remember to write down the names, positions, and contact information of your interviewers or request their business cards so that you can follow up appropriately with a thank you note
 - Practice active listening skills

Sample Questions to Ask an Employer

- What would it take to exceed your expectations for this position?
- Can you tell me how the different departments within the company work together?
- What is the organization's plan for the next five years, and how does this department fit in?
- What is the profile of a successful employee of your organization?
- How are performance reviews conducted?
- What would you expect me to accomplish in the first 60-90 days?
- What kind of opportunities exist for me to improve my professional skills within the organization?

DURING THE INTERVIEW

Sample Questions to Ask an Employer

- What are some recent challenges and opportunities faced by your organization?
- Can you tell me the next steps in the selection process?
- Why do you enjoy working for this company?
- Could you describe your company's management style and the type of employee who fits well with it?
- Can you tell me about your promotion process? Were any team members promoted last year?
- What's your approach when a team member makes a mistake?
- As the manager, do you feel you're able to take enough PTO?
- How do you protect and advocate for your team?
- How does your team cover when someone takes time off?
- Do you have a budget for continuing education?



DURING THE INTERVIEW

Behavioral-Based Interviewing

Behavioral-based interviewing is the style most commonly used by interviewers. According to Katherine Hansen of Quintessential Careers, “The premise behind behavioral interviewing is that the most accurate predictor of future performance is past performance in similar situations. Employers use the behavioral interview technique to evaluate a candidate’s experiences and behaviors so they can determine the applicant’s potential for success.”

- Make a list of skills or experiences which are relevant or transferable to the position. Review any materials from the employer to help you identify these desired skills and experiences (job description, website, company reports, research, etc.)
- Think about situations in which you have utilized the desired skills. Come up with 10-15 stories from college, class projects, jobs, internships, volunteer activities, club involvement/leadership, and hobbies. Think also of situations that did not go as planned or were difficult but turned out to be a learning experience
- Practice telling your examples to others, such as friends and family, or a career coach in the Breen Center

DURING THE INTERVIEW



- Make sure your examples are concise, well-told, and interesting. They should create word pictures of what you have done, learned or accomplished that relate to the job for which you are interviewing
- Tip: while it is important to have examples for certain types of questions you may anticipate being asked, remember that examples are not “one size fits all.” During the interview itself, an answer/example you had in mind for one possible question may be a better fit for another
- Don’t hesitate to market your accomplishments; this is not the time to be too modest!
- Be aware of nonsense questions (also commonly called off-the-wall questions), such as “If you could be anyone in the world who would you be?” or “If you could be any flavor of ice cream, which would you be?”. Though these questions may seem odd, they do have purpose. Interviewers may want to see if you have a sense of humor, or determine how well you can think on your feet, respond to pressure, or handle an unusual situation. While there is no true way to prepare for these types of questions, you can excel at answering them by not appearing rattled, and providing an honest response that is not too “abnormal” in nature

DURING THE INTERVIEW

Example Behavioral-Based Interview Questions:

- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Describe a stressful situation that demonstrated your coping skills.
- Give an example of using good judgment and logic in solving a problem.
- Give an example of setting a goal and being able to meet or achieve it.
- Tell about a time when you had to use your presentation skills to influence someone's opinion.
- Give a specific example of a time when you had to conform to a policy with which you did not agree.
- Discuss an important written document you were required to complete.
- Tell about a time when you went above and beyond the call of duty to get a job done.
- Tell about a time when you had too many things to do and you were required to prioritize your tasks.

DURING THE INTERVIEW

Example Behavioral-Based Interview Questions:

- Give an example of having to make a split-second decision.
- How do you typically deal with conflict? Give an example.
- Tell about a time you were able to successfully deal with another person even when that individual may not have personally liked you (or vice versa).
- Tell about a difficult decision you've made in the past year.
- Give an example of trying to accomplish something and failing.
- Give an example of showing initiative and taking the lead.
- Tell about a recent situation in which you had to deal with a very upset customer, co-worker, or group member.
- Give an example of a time when you motivated others.
- Tell about a time when you delegated a project effectively.
- Give an example of missing an obvious solution to a problem.

DURING THE INTERVIEW

The STAR Method

The STAR Method is a structured manner of responding to a behavioral-based interview by discussing the specific **S**ituation, **T**ask, **A**ction, and **R**esult of the situation you are describing

S ituation

- Describe the situation that you were in or the task that you needed to accomplish.
- You must describe a specific event or situation, not a generalized description of what you have done in the past.
- Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, from a volunteer experience, or any relevant event.

A ction

- Describe the actions you took to address the situation with an appropriate amount of detail and keep the focus on YOU. What specific steps did you want and what was your particular contribution?
- Be careful that you don't describe what the team or group did when talking about a project, but what you actually did. Use the word "I", not "we" when describing actions.

T ask

- What goal were you working toward?

R esult

- Describe the outcome of your actions and don't be shy about taking credit for your behavior.
- What happened? How did the event end? What did you accomplish? What did you learn?
- Make sure your answer contains multiple positive results.

DURING THE INTERVIEW

Think Strategically, Respond Convincingly

Listen carefully to all questions during the interview. Relax as much as possible and think in term of “What is this recruiter really asking me?” Do not overanalyze the questions but listen carefully and take a moment to think before providing a response.

Why did you sign up for this interview?

- The recruiter is asking you to prove that you are interested in the company. Why would you be an asset? Discuss what you know about the company. Prove that you did your research and that you are interested!

What is your greatest strength?

- Here is your opportunity to prove that you have the most important strength required for the position. Be sure to provide a strength that relates to the position for which you are interviewing.

What is your greatest weakness?

- Take a positive approach to this question. Select an area of personal or professional development such as “presentation skills” or “working toward understanding the big picture” to indicate your willingness to grow and improve. Do not name serious weaknesses that might be perceived as true negatives to the interviewer.

DURING THE INTERVIEW

Why weren't your grades higher than a 2.3?

- The recruiter is giving you the opportunity to prove ability in spite of your average grades. Be ready to explain.

Why did you attend this university/college?

- Companies like to hire winners who have been in control of their decisions. Do not indicate that external forces directed you to college: "I didn't have the money for Stanford, so I settled for XYZ University." Offer a response that is logical and shows that you made the decision.

Closing the Interview

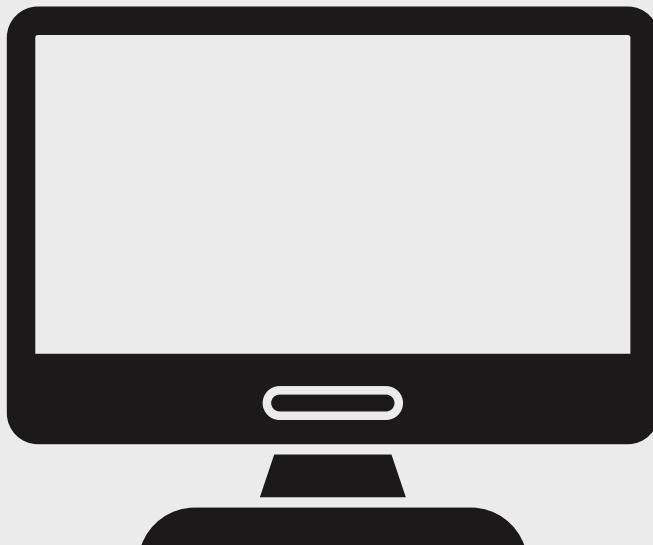
- State your interest in the position
- Briefly summarize why you are well qualified for the job
- Find out what the next steps will be and thank the interviewer(s) for their time
- Be sure to smile, shake hands, and collect business card before you leave

DURING THE INTERVIEW

Remote Interviews

Some employers use telephone or video interviews to conduct initial screenings or full interviews. Remote interviews can present a challenge if you are not ready. Being organized and well prepared is the key to success. There are several things you will want to have handy for remote interviews:

- A copy of your resume and list of references
- Paper and pens or pencils for taking notes
- A copy of your transcript
- Any correspondence you have had with the employer, including company literature and information
- Notes you have on the organization
- Your personal calendar and class schedule for the semester in case you need to schedule a company visit or another interview



DURING THE INTERVIEW

Telephone Interview

- Because we often use the telephone for chatting with friends, it is important to restructure your attitude and adopt a professional manner when answering or using the phone during the job search process. Answer the phone in a pleasant and professional manner and not with jokes or slang.
- Take the call in the privacy of a room, if possible. If you are in a noisy location, ask the interviewer to wait a moment, then quickly move to a quieter location, turn off music, ask roommates to be quiet, etc. You want to be able to focus on the telephone interview and not be distracted. If you receive another call during the interview, do not stop to take the other call. If the beeping continues, apologize to the interviewer and ask them to continue.
- Your posture while you are on the telephone can affect your voice. Slouching in a chair or lying on the bed or floor can cause your voice to be more casual and hard to understand. Sit as you would in an actual interview or at a desk with your notes in front of you.
- Avoid chewing gum, eating, drinking, or smoking while on the telephone interview. These actions are rude during an interview, and the sounds are actually amplified on the telephone.
- Energy and enthusiasm need to come across in your voice. Occasionally smile as you talk, as this will also come through in your voice. Talk slowly and clearly during the telephone interview. Do not use a speaker.
- Consider doing a practice telephone interview with a friend and taping the session to identify areas where you can improve.
- Be aware of “filler” words/sounds (i.e. “ummm,” “like,” etc.).



DURING THE INTERVIEW



Video Interview

Well Before the Interview

- Download and register on the program you will be using. (Very often this will be Zoom or one of a few others.)
- Use an appropriate user name. Like your email address, it should be something professional.
- Test and check the hardware you will be using. Do your webcam and microphone work?
- Consider your background. This means no inappropriate or distracting items in view of the camera. Ask roommates or others to stay out of the room on interview day. Secure pets in another room.



- If you are at school, reserve a study room in the Library or the Breen Center Conference Room.

DURING THE INTERVIEW

- Check room lighting to make sure you're easily visible in the camera. Look for dark shadows or excessive brightness.
- Practice using the program (with an appropriate background etc.) with a friend to make sure everything is ready.
- If you're interviewing on a program like HireVue, you may not actually be talking to a person. HireVue uses text questions which you read and then are given an allotted time to respond. Know the time limit (usually three minutes) and practice keeping your answers to that length.
- Practice using Big Interview through the Breen Center for Career and Professional Development or connect through the link on our webpage.

Your Ad Here

DURING THE INTERVIEW

On Interview Day

- Choose professional attire that will show up well on camera. Dark, subdued colors do better than light and bright ones.
- Take just as much care for your appearance as you would for an in-person interview.
- Close all nonessential programs and processes to make the most of your computer's speed.
- Keep a note pad handy so you can easily write notes during the interview.

During the Interview

- Use your notes when need be, but do not rely on them more than you would in a live interview.
- Talk and look into the camera (instead of the computer screen), especially while answering questions. Do not look around your room or away from the camera.
- Do not do anything else on the computer while interviewing. Any other activity will be obvious to the employer.
- Make sure to use the picture-in-picture so you can see how you will look to the interviewer.

Ending on a Positive Note

At the end of the call or video session, the interviewer will usually explain what you can expect to happen next. Before the interview ends, be sure you have the interviewer's name, title, company, and telephone number. After a remote interview it is appropriate to send a brief thank-you note or email. Refer to the interview and to one or two items that were discussed and reiterate your interest in the position.



Visit <https://lvc.biginterview.com/> to create an account. Practice as often as you wish and watch the recording to self-assess or invite Breen Center staff to provide feedback.

COMPANY VISIT

The Company Visit

- Most companies that recruit on college campuses include a company visit (sometimes called a plant trip, second interview, site visit, or office visit) as a major part of the hiring process. The company visit is generally longer than the screening interview. After the company visit is completed and an evaluation conducted, an offer may be made.
- There is no way to describe every aspect of what you can expect in a company visit, because employers vary greatly in how they arrange them. The length of the trip, number of people involved, levels of people interviewed, types of tests conducted, and degree of formality can differ from one company to the next.
- This section focuses on information that is fairly consistent for most companies to help you understand the nature of the company visit, how to prepare for it, and how to conduct yourself most effectively during the visit.



COMPANY VISIT



- A visit gives the company an in-depth assessment of a candidate before making a job offer. The company visit is time-consuming and expensive for employers, so they screen a large number of applicants down to a few who are invited to visit. The company visit is generally the last step in the selection process before an offer is made. The company is confident that the candidate who is invited to visit has the skills and intelligence to do the job. The visit gives them an opportunity to confirm that there is a good match between the candidate's goals and the career opportunity. They also attempt to see that there is good chemistry between the candidate and the company's culture.



COMPANY VISIT

- A company visit also allows the candidate an opportunity to see the company and some of its people firsthand in order to make a wiser decision if an offer is made. The company visit provides the candidate with an opportunity to learn more about and/or experience the position, the long-term career opportunities, the company's employees, the company culture, the company itself, and the local community. The company will usually be doing as much selling as evaluating, because this is the information the candidate will use in deciding whether to accept or decline an offer. The candidate, like the company, is trying to determine whether or not there is a good fit between the two.

Your Ad Here



COMPANY VISIT

Preparing for the Visit

- Since a visit is the final step for most companies in deciding whether to make a job offer, it should not be taken lightly. Attempt to learn as much about the company as possible. Preparation should draw on the following sources:
 - Notes taken after the initial interview
 - Company website
 - Annual report
 - Promotional material
 - Industry and business publications
 - Former students who are now employed by the company
 - Current employees in the line of work for which you are interviewing
 - People who have had direct dealings with the company or its products/services
- You should prepare to present yourself as being knowledgeable about the company, its products or services, and the career opportunity being discussed. The better prepared you are, the more probable it is that the company will see you as enthusiastic, driven, motivated, mature, and thorough.
- Use the information you have obtained to develop insightful questions that show interest in the company and the position. Your questions should demonstrate your thorough preparation for the visit but should also provide the type of information that will support an informed decision to accept or decline an offer. To prepare these questions, you should investigate the company's mission, long-range goals



COMPANY VISIT

- Position your questions carefully during the interview process. For example, you might ask recent hires about training, promotion, performance evaluation, and community life. More experienced interviewers can be asked about corporate culture, long-term plans, company history, and other topics where experience enhances the value of a response. Good questions will cover a wide range of topics:
 - Corporate goals and direction
 - Career enhancement
 - Market growth opportunities
 - Competitive environment
 - Research and development
 - Evaluation system
 - Career paths of recent hires
 - Commitment to training
 - Community lifestyle



COMPANY VISIT

- Questions such as “So what do you all do?” or “What are the benefits?” do not sit well with most interviewers. These questions show shallowness and a lack of concern for the key criteria that are being judged during the visit. The first type of questions begs information that should have already been discovered, and the second reflects an overemphasis on matters that will be explained in good time.



- While knowledge, good insightful questions, and a sharp business outlook will go a long way toward a successful company visit, a lack of personal preparation can detract from your positive image. What factors constitute good personal preparation? They include leaving personal problems at home, taking appropriate business dress for the type of company you are visiting, and having a well-groomed appearance (hair, face, skin, nails, etc.).
- Candidates often put themselves at a disadvantage by packing carelessly, neglecting to take grooming aids, or leaving for the visit with pressures from school deadlines. These factors can contribute to a poor company visit.

COMPANY VISIT

After the Visit

- Following your visit, send a personal letter of thanks to all the people you met and talked with. Email is appropriate if you have access to addresses. While this may not affect the probability of getting an offer, it is a common courtesy and will definitely be remembered if you end up working there.
- A letter of thanks to your main contact person is mandatory. This letter or email should reaffirm your interest in the position and highlight your qualifications one last time—or, if applicable, indicate that you have no further interest in the position. This short note should reflect your responsiveness, highlight your understanding of etiquette, and show your continued interest. It provides you with one last opportunity to stand out above the competition and position yourself for a potential hire.
- Many companies get back to candidates within two weeks of the actual visit with an offer or rejection. This is average; some companies offer jobs on the spot, while others take up to a month to respond. It is a good idea to find out how long you can expect to wait to hear from the company regarding an employment decision. Feel free to contact the company to check on delays if the estimated decision date passes with no response.

COMPANY VISIT

Search Ethics and Accepting or Rejecting an Offer

- After accepting a job offer (internship or full time after graduation), you should not continue to interview. Notify the Breen Center for Career and Professional Development of your acceptance and cease further activity.
- Unprofessional behavior by students and recent graduates hurts the College's reputation with employers and may ultimately lead to fewer opportunities for other students.
- Finally, never be afraid to turn down a job offer if, after careful consideration, you consider it not to be right for your future. After all, the goal of the whole process is not an immediate job but long-term career satisfaction.

FOLLOW-UP

After the Interview

Write and send a thank you note (and/or email) to the interviewer within 24 hours, reiterating your interest and strongest qualifications (see sample thank you letter below). Be sure to complete any follow-up requests from the employer. Contact your references to let them know how it went and to potentially expect to hear from the company. If the employer indicated that they would contact you by a specific date and they have not, contact them. It is reasonable to follow up after a week or two following your interview. This demonstrates your interest.

Sample Thank You Letter (or email)

Subject (if emailing): Thank You

Dear Dr. Jones:

Thank you very much for inviting me to participate in the on-site interview for The ABC position. I thoroughly enjoyed spending the afternoon learning more about XYZ Company, the position, and the department. I very much enjoyed the conversations that I had throughout the day; I especially appreciate the details and perspectives that were shared with me from the members of the staff and administration. I am very excited about this opportunity, and I would enjoy being a staff member at the XYZ Company.

I look forward to hearing from you soon regarding your decision.

Sincerely,

LVC Student A

FOLLOW-UP

Assess

- Reflect on the experience, your interest in the organization and position, and use the interview as a learning experience. Be sure to note areas of improvement.
- Recall details from the interview. Questions asked and your responses, information you gathered, additional questions you have.
- Evaluate whether this job is for you—a bad job can be worse than no job!

While you Wait

- Research salary in comparable positions in your geographical area
- Prepare your salary negotiation points
- Is there a 2nd or 3rd interview?—if so, start preparing
- Maintain an active job search. Do not wait to hear from each employer. Continue to network, conduct informational interviews, and volunteer!
- **DO NOT** update your social media status with “opinions” about the company or your feedback from the interview



COMMON INTERVIEW QUESTIONS

Personal Questions

- Tell me about yourself.
- What do you like to do in your spare time?
- Why did you choose to interview with our organization?
- Describe your ideal job.
- What can you offer us?
- What do you consider to be your greatest strengths? Weaknesses?
- How do you think your friends would describe you?
- Define success. Failure.
- Have you ever had any failures? What did you learn from them?
- Of which accomplishments are you most proud?
- Who are your role models? Why?
- How does your college education or work experience relate to this job?
- What motivates you most in a job?
- How have you handled getting along with a difficult professor/colleague/supervisor?



COMMON INTERVIEW QUESTIONS

Personal Questions Cont.

- Have you ever spoken before a group of people? How large?
- Why should we hire you rather than another candidate?
- What do you know about our company?
- Where do you want to be in 5 years? 10 years?
- Do you plan to further your education?

Career Goals

- What kind of boss do you prefer?
- Would you be successful working with a team?
- Do you prefer large or small organizations? Why?
- What other types of positions are you considering?
- What do you think about working in a structured environment?
- Are you able to work on several assignments at once?
- How do you feel about working overtime? Flextime?
- Do you like to travel?



Your Ad Here

COMMON INTERVIEW QUESTIONS

Education

- Why did you choose your major?
- Why did you choose to attend LVC?
- Do you think you received a good education? In what ways?
- In which campus activities did you participate? Tell me about your leadership skills.
- Which classes in your major did you like the best?
- If you were to start over, what would you change about your education?
- Which general education electives did you like best? Least? Why?
- Do your grades accurately reflect your ability? Why or why not?
- Were you financially responsible for any portion of your education?



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COMMON INTERVIEW MISTAKES

Common Interview Mistakes

- Being unprepared for the interview. Lack of knowledge of the organization or position
- Overbearing or overaggressive, overconfident or conceited
- Inability to express oneself clearly and explain strengths—poor communication skills
- Lack of career planning and goal planning
- Didn't ask questions about the job or company
- Lacks involvement in on-campus or community activities
- Lacks involvement in ways to connect to profession (joining professional organization, no research or internships, etc.)
- Using slang or improper grammar
- Lack of enthusiasm, doesn't smile, appears disinterested or bored
- Dressed inappropriately for an interview
- Wear attire to cover body art and refrain from wearing excessive piercings
- Excessive perfume/cologne
- Excessive makeup



COMMON INTERVIEW MISTAKES

Common Interview Mistakes Cont.

- Lack of confidence, ill at ease, too nervous
- Overemphasis on money
- Poor academic record
- Expecting too much too soon; unwilling to start at the bottom and work up
- Being evasive and making excuses
- Lack of tact, courtesy, and maturity
- Condemnation of past employers
- Poor eye contact
- Limp handshake or a handshake that is too strong
- Candidates who appear to be “shopping around” or “job hopping”
- Lack of or little sense of humor
- No interest in organization or industry
- Too much emphasis on whom one knows
- Unwillingness to relocate
- Expressing strong prejudices
- Narrow scope of interests
- Little or no interest in community activities
- Inability to accept constructive criticism
- Late for interview without good reason
- Indecisiveness
- Asking about salary, vacation, benefits, or retirement package



ARE YOU CAREER READY?

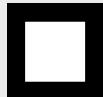
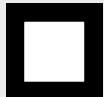
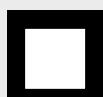
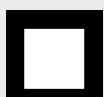
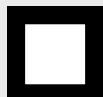
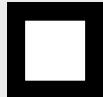
Competency	Definition
 Critical Thinking	Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.
 Communication	Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.
 Teamwork	Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities
 Technology	Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.
 Leadership	Recognize and capitalize on personal and team strengths to achieve organizational goals.
 Professionalism	Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.
 Career and Self-Development	Develop oneself and one's career through personal and professional learning, awareness of strengths and weaknesses, navigation of career opportunities, and building relationships.
 Equity and Inclusion	Demonstrate the awareness, attitude, knowledge, and skills required to equitably include people from different cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

ARE YOU CAREER READY?

Need to
Develop

Currently
Developing

Excelling



Your Ad Here

HANDSHAKE

Handshake, Lebanon Valley College's comprehensive career management system, connects students to thousands of jobs, internships, and employers using simple and powerful search tools and alerts. You can quickly access your account by logging in at lvc.joinhandshake.com. To maximize Handshake's potential in your job or internship search, be sure to use the following tips when you are logged in to your Handshake account:

1. Update your Profile

- Click the “My Profile” tab on the right-hand side under your name.
- Add copies of your resume/cover letter/transcript to the “Documents” section for easy access.
- Stand out to employers by filling out the various sections of your profile and upload relevant work samples.

2. Employer Search

- Search for employers by name, locations, employer type (size/public/private/government), or industry under the Employers heading.
- On the employers' Handshake page, view any current jobs/internships they have posted, upcoming campus events they are attending, and on-campus interview opportunities.
- Once you find an employer of interest, you can click on the star in the right-hand corner of their employer page to follow them. You will then receive updates when they post a new job, internship, or event on-campus.

Handshake

HANDSHAKE

3. Events Tab

- Click on the Events tab to see upcoming job fairs, workshops, events, etc.
- See career workshops, employer panels, and online events hosted by the Breen Center for Career and Professional Development.
- Information sessions hosted by employers on campus or virtually will also be listed under the events tab.
- Click Career Fair to see information specifically about upcoming job fairs.
- When you have clicked on a career fair, click on “All Employers” to see who will be attending. Click “View Details” under an employer’s name in the list to learn more about the company, job openings they have posted on Handshake, and more.

4. Job/Internship Search

- Click the Jobs tab and use the filters to search for opportunities.
- View Saved jobs/internships by clicking on the Jobs choice and then on the Saved option.

5. Schedule an Appointment

- Click on Career Center in the top right-hand corner
- Choose Appointments from the drop-down menu
- Click “Schedule a New Appointment”
- Choose your category
- Choose an appointment type
- Using the arrows, toggle through the days of the week to display the available staff member and days/times
- Identify a day and time that works for your schedule and click the block to open the appointment
- Choose appointment medium (virtual or in-person)
- Click the green Request button

LW