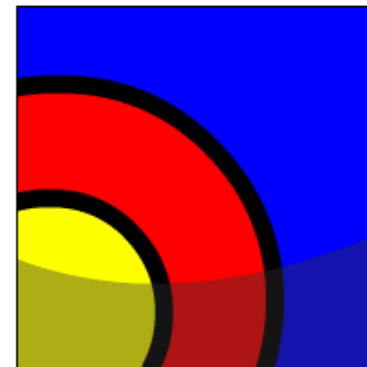


In-Class Interview

What Will I Learn?

In this lesson, you will learn to:

- Compare and contrast the difference between the questioning methods used in a traditional versus a behavioral interview
- Demonstrate appropriate behavior and dress for an interview
- Contrast the skills needed to succeed in a traditional interview versus a behavioral interview
- Demonstrate the ability to ask appropriate questions about the position the candidate is seeking
- Evaluate your personal interviewing skills





Why Learn It?

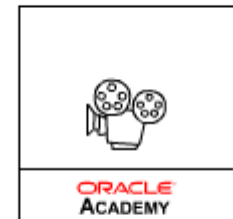
You've found a job you'd like to have and the potential employer was impressed with your resume.

It's time for your interview.

What do you wear, how do you act, what should you say or ask?

If you've never been through an interview, these and many more thoughts can be overwhelming. In this lesson, you will have a chance to develop your interviewing skills.

Remember, it's the interview that gets you the job. How can you outshine the competition?





Tell Me / Show Me

TYPES OF INTERVIEWS

In the past, interviews were pretty much a process of answering questions about what you have done or plan to do, such as "What jobs have you held in the past?" "Why do you want to work for this company?" "Are you willing to travel as part of your job?"

Recently, however, interviews have evolved into what is known as the "behavioral interview." In this type of interview, the employer asks questions to determine if the candidate has the skills necessary to fulfill the job position. The basic premise of the behavioral interview is that past performance is a good predictor of future performance. In other words, the employer wants to know what you can do. Do you have the knowledge, skills, and abilities to do the job?



Tell Me / Show Me

USING THE INTERNET

There are numerous Internet resources that highlight types of interviews and interviewing skills. Entering the search keywords “interviewing skills” into an Internet search engine will return excellent resources that explain the traditional versus the behavioral interview. Listed below are some resources that review the traditional and behavioral interviews:

- <http://jobsearch.about.com/cs/interviews/a/behavioral.htm>
- <http://careers.unc.edu/bhavint.html>
- <http://www.confidencecenter.com/art11.htm>



Tell Me / Show Me

INTERVIEW PROCESS

The interview process usually consists of the following parts:

Opening/Greeting - This is the "first impression" a candidate makes with the interviewer. Be prepared for "small talk" and a few moments to gather your thoughts and relax. The interviewer(s) will introduce themselves.

About the Company - The interviewer usually describes the job, its responsibilities, and how the interview will be conducted.



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INTERVIEW PROCESS (continued)

About the Candidate - This is the main part of the interview. The interviewer(s) will ask questions and the candidate responds. Expect questions to be reworded in a different way to assess accuracy and consistency of responses. This is the key moment to "sell yourself."

Conclusion - This is an opportunity for the candidate to ask questions. At the conclusion of the interview, shake hands, get a business card, and follow up with a thank- you letter to the interviewer.

Tell Me / Show Me

NONVERBAL SKILLS

An important part of making a good impression is the nonverbal skills that a candidate demonstrates. These nonverbal communication skills that say "hire me" include:

- Clean and neat appearance
- A firm handshake -- not too strong or too weak
- Standing and/or sitting up straight
- Making and keeping eye contact with the interviewer



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NONVERBAL SKILLS (continued)

- Natural gesturing or talking with your hands -- don't fidget, twirl your hair, or tap your pen
- Being enthusiastic and positive
- Good communication skills -- no "dudes," "my last job was lousy," "yeah," or "huh?"
- Being prepared and on time
- Asking questions and being knowledgeable about the company
- Thanking the interviewer for his/her time



Tell Me / Show Me

THE INTERVIEW RUBRIC

The Interview Rubric is a guide for you to use to prepare for your interview. It will help you assess not only what you've done right, but also what you need to work on in the future.



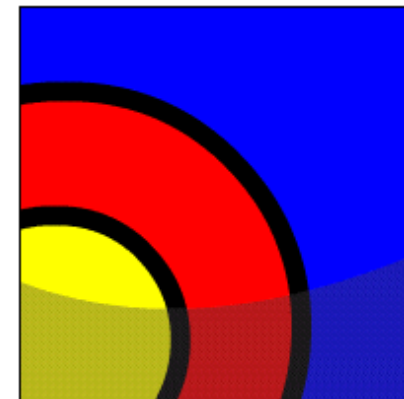
Interview Rubric



Summary

In this lesson you have learned to:

- Compare and contrast the difference between the questioning methods used in a traditional versus a behavioral interview
- Demonstrate appropriate behavior and dress for an interview
- Contrast the skills needed to succeed in a traditional interview versus a behavioral interview
- Demonstrate the ability to ask appropriate questions about the position the candidate is seeking
- Evaluate your personal interviewing skills



Summary

Practice Guide

The link for the lesson practice guide can be found in the course resources in Section 0.

