

Interview Tips

CSC 491: Professional Experience

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Attributes employers seek on a candidate's resume

The Interview ...

- The most important step in the job search process
- To interview effectively you need to know what you have to offer, what the employer is like, and the kind of position you want.
- Being able to answer questions with relevant details and in a conversational manner is very important.

First Impressions Count ...

- Do You Make The Best Impression You Can?
 - On-Time
 - Dress
 - Physical Contact
 - Eye Contact
 - Smile
 - Fidgeting

Characteristics of a Successful Interview

- Preparation
- Presentation
- Content

Preparation

- Research the Job and company
- Review the Job Requirements
- Know your Resume
- Know Where You Are Going
- Be Prepared to Give Behavioral Based Examples
- Anticipate Questions
- Be Prepared to Sell Yourself!

Preparation

- Visualize Yourself In the Interview
- Know this:
 - There is no question you cannot answer
 - You are well suited to the position
 - You will be an asset to the department
- Bring:
 - Extra copies of resume
 - Paper and pen
 - A list of potential questions
 - Breath mints

Interview Presentation

- Be Prepared and Responsive For Questions
- Take Time to Organize Your Thoughts
- Make Effective Eye Contact and Smile
- Express Confidence in Your Abilities
- Consider Each Interview An Adventure!
- Be Attentive to Body Language
 - No gum
 - Watch those pens

Leave The Baggage At The Door

- Shut the Door to Personal Trouble
- Don't Slam Organization

Interview Content

- Listen Carefully to the Question
- Understand Behavioral Based Interviewing
- Rehearse Your Answers
- Sell Yourself!
- Silence is Golden, Know When to Stop Answering
- Tie Your Background to the Position
- Focus on Your Accomplishments
- Turn Weaknesses Into Strengths

Behavioral Based Interviewing

- Prepare your STAR'S
 - Situation or Task
 - Action Taken
 - Result of Your Action

Behavioral Based Questions

- Can You Tell Me About A Time...
- Think Specific
- Don't Say "Usually, Always, Or Never"
- Say "I"
- Be Prepared to Answer the Negative Question
- Was The Result Positive? Measurable?
- Don't Forget To Smile
- Be Concise

Sample Questions

- Tell Me About A Time...
 - You Persuaded Someone To Do Something
 - You Solved a Small Problem Before It Turned Into Something Large
 - You Interacted With Someone And Wished You'd Interacted Differently
 - You Worked Well in a Team
 - You Worked in a Team Where Not Everyone Was Putting Forth The Same Amount Of Effort

Technical Skills Are Important

- Attention To Detail
- Computer Skills
- Analytical Skills
- Technical Skills Specific to Your Degree

Soft Skills Are Just As Important

- Adaptability
- Teamwork
- Initiative
- Innovation
- Integrity

Interview Follow-Up

- Common Interview Mistakes
 - Coming Unprepared
 - Not Smiling or Showing Enthusiasm
 - Negativity
- The Thank You Note
- References

Interviewing Tips

Be Confident Yet Humble

Maintain Good Posture and Use Hand Gestures Appropriately

Watch Your "Um's" and "Like's!"

Maintain Good Voice Projection and Speech Rate

Provide Enough Detail Without Rambling

Keep Responses Organized

Maintain Eye Contact

Use Past Examples and Explanations To Validate and Personalize Your Responses.

Always Be Positive!

Don't Sweat It! Keep The Interview In Perspective & Be Yourself!