# INTERVIEWING SKILLS: HOW TO LEAVE A LASTING IMPRESSION

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# TODAY'S THREE-PART OBJECTIVE (TPO)

As a result of today's presentation:

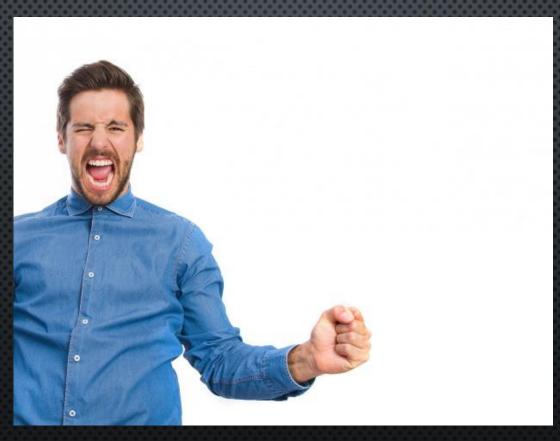
WE WILL: UNDERSTAND

#### HOW TO LEAVE A LASTING IMPRESSION DURING A JOB INTERVIEW

INCLUDING BUT NOT LIMITED TO HOW TO DRESS/APPEARANCE, WHAT TO DO AND MISTAKES TO AVOID, HOW TO EFFECTIVELY ANSWER QUESTIONS DURING AN INTERVIEW, AND HOW TO SUCCESSFULLY CLOSE THE INTERVIEW

AND **DEMONSTRATE LEARNING** THROUGH ACTIVE LISTENING AND PARTICIPATION.

# YOU'VE EARNED YOURSELF AN INTERVIEW!



Now what?

## **DRESS**

- How you dress: Look your best!
- PROFESSIONAL ATTIRE
- DRESS APPROPRIATELY FOR THE JOB YOU ARE INTERVIEWING FOR.
  - BUT DON'T DRESS TOO CASUALLY!
- WEAR CLOTHES THAT FIT PROPERLY.
- AVOID DISTRACTING CLOTHES.
  - DISTRACTING COLORS OR PATTERNS
  - EXCESSIVE JEWELRY





# APPEARANCE/PRESENCE

- WELCOMING SMILE
- FIRM HANDSHAKE
- STRAIGHT POSTURE
- Confidence!
- INTRODUCE YOURSELF→ FULL NAME
  - MEN: NEAT HAIR, CLEAN
    SHAVEN OR GROOMED FACIAL
    HAIR
  - WOMEN: HAIR NEATLY DONE, AVOID WEARING TOO MUCH PERFUME



# WHAT TO BRING?

- ALTHOUGH YOUR INTERVIEWER WILL LIKELY ALREADY HAVE THESE:
  - Enough copies of your resume for whomever interviews you
  - Enough copies of your cover letter
  - ENOUGH COPIES OF YOUR REFERENCES
- ALSO CONSIDER BRINGING:
  - Any examples of your work or accomplishments you wish to show
  - A NOTEPAD AND PEN! → WHY?

# INTERVIEW TO-DOS

- WRITE THE INTERVIEWER(S)' NAME(S) DOWN!
- LISTEN (NODDING, "UH-HUH" WHEN BEING SPOKEN TO)
- WHEN ANSWERING QUESTIONS...IT'S OKAY TO PAUSE FOR A MOMENT TO THINK,
   BUT DON'T PAUSE TOO LONG!
- Answer questions thoughtfully.
- BE SPECIFIC BY PROVIDING EXAMPLES (DON'T BE TOO FAMILIAR).
- Use professional language.
- SPEAK TO YOUR GREATEST STRENGTHS.
- STAY POSITIVE...AVOID THE NEGATIVE.



# MISTAKES TO AVOID

- SOUNDING ARROGANT
- OVER TALKING
- SOUND DESPERATE
- CRITICIZING A PAST EMPLOYER
- FORGETTING THE INTERVIEWER'S NAME OR CALLING HIM OR HER THE WRONG NAME
- SAYING NOTHING
- TELLING THE INTERVIEWER WHO ELSE YOU ARE INTERVIEWING WITH
- ASKING "WHAT'S IN IT FOR ME?"...THIS COMES AFTER YOU'VE RECEIVED AN OFFER.



# PREPARATION AND PRACTICE

- Use the research and prep work you did when you applied for the position!
  - INTERVIEWER'S NAME
  - INFO ON COMPANY
  - Position description
- READ THROUGH AND PRACTICE ANSWERING TYPICAL INTERVIEW QUESTIONS
- COME PREPARED WITH APPROPRIATE QUESTIONS TO ASK.
- CLEAN UP SOCIAL MEDIA!



# GOOD INTERVIEW ANSWERS VS. BAD

INTERVIEWER: "TELL ME ABOUT YOURSELF"...



# INTERVIEW QUESTIONS- HOW TO ANSWER AND WHAT TO ASK...RESOURCES TO HELP!

- HOW TO ANSWER TOP INTERVIEW QUESTIONS: <u>HTTPS://WWW.MONSTER.COM/CAREER-ADVICE/ARTICLE/TOP-10-INTERVIEW-QUESTIONS-PREP</u>
- MORE DETAILED INTERVIEW QUESTION AND ANSWERS (AND WHAT THE INTERVIEWER THINKS OF CERTAIN ANSWERS): <a href="https://www.monster.com/career-advice/article/100-potential-interview-Questions">https://www.monster.com/career-advice/article/100-potential-interview-Questions</a>
- EXAMPLE QUESTIONS TO ASK IN AN INTERVIEW: <a href="https://www.monster.com/career-advice/article/nine-questions-to-ask-interview">https://www.monster.com/career-advice/article/nine-questions-to-ask-interview</a>

# HOW TO CLOSE THE INTERVIEW

#### Personal commercial:

"SALES PITCH" THAT COMMUNICATES WHY THEY SHOULD PICK YOU!

- DISCUSS YOUR INTEREST IN THE JOB/CAREER.
- Related experience you have to the Job/Career
- SKILLS YOU HAVE LEARNED- WHY YOU ENJOYED ACQUIRING THESE SKILLS
- BE UNIQUE!
- DO NOT USE BLANKET STATEMENTS ("I HAVE YEARS OF EXPERIENCE AND AM VERY PASSIONATE.")- BE SPECIFIC!

#### THANK THE INTERVIEWER(S)

- THANK THE INTERVIEWER BY NAME.
- GIVE FIRM HANDSHAKE (BUT NOT TOO FIRM).
- CALL TO ACTION ("I HOPE TO HEAR FROM YOU SOON.")



## AFTER THE INTERVIEW



- TAKE NOTES ON WHAT YOU MAY HAVE LEFT OUT.
- SEND A THANK YOU CARD (IN THE SAME WAY YOU SENT YOUR RESUME... MAIL OR EMAIL)
  - Reiterate why you are the best fit for the position.
  - SHARE ANYTHING IMPORTANT YOU MAY HAVE LEFT OUT FROM THE INTERVIEW.
- WRITE DOWN WHAT WENT WELL AND WHAT YOU CAN IMPROVE ON FOR NEXT TIME.
- FOLLOW UP WITH A PHONE CALL IF YOU HAVE NOT HEARD BACK AFTER SOME TIME (UNLESS OTHERWISE NOTED OR EXPLAINED BY THE INTERVIEWER).

# ADVICE OR COMMENTS?

• FOR THOSE OF YOU WHO HAVE DONE AN INTERVIEW...WHAT ADVICE DO YOU HAVE FOR YOUR PEERS?

COMMENTS ON WHAT WAS COVERED TODAY?

 Questions? → See Ms. Fraticola and Ms. Schiro in Student services!

# WANT TO DO A MOCK INTERVIEW?

• MR. O'DANIELL (SUPERINTENDENT) HAS OFFERED TO DO MOCK INTERVIEWS WITH ANY STUDENTS WHO WOULD LIKE TO DO ONE.

→ SEE MS. FRATICOLA IF YOU ARE INTERESTED!

• Other staff (Ms. Fraticola, Ms. Schiro, your teachers, etc.) Can be asked as well!

## REFERENCES

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