

INTERVIEWING SKILLS: HOW TO LEAVE A LASTING IMPRESSION

MS. FRATICOLA
COUNSELOR (LAST NAMES A-L)
SENIOR COGS CONNECTION
1/22/18

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:
[HTTPS://WWW.MONSTER.COM/CAREER-ADVICE/ARTICLE/TOP-10-INTERVIEW-QUESTIONS-PREP](https://www.monster.com/career-advice/article/top-10-interview-questions-prep)
- MORE DETAILED INTERVIEW QUESTION AND ANSWERS (AND WHAT THE INTERVIEWER THINKS OF CERTAIN ANSWERS): [HTTPS://WWW.MONSTER.COM/CAREER-ADVICE/ARTICLE/100-POTENTIAL-INTERVIEW-QUESTIONS](https://www.monster.com/career-advice/article/100-potential-interview-questions)
- EXAMPLE QUESTIONS TO ASK IN AN INTERVIEW:
[HTTPS://WWW.MONSTER.COM/CAREER-ADVICE/ARTICLE/NINE-QUESTIONS-TO-ASK-INTERVIEW](https://www.monster.com/career-advice/article/nine-questions-to-ask-interview)

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!

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