



Rock Your Interview with a Mock Interview



Agenda

- ◆ Welcome/ Introduction
- ◆ “Interviewing skills”
Presentation
- ◆ Packet Review
- ◆ Questions and Wrap up



Before the Interview

How to Prepare Yourself for the Interview

- ◆ Know Yourself and Your Resume
- ◆ Know the Company
- ◆ Practice! Practice! Practice!

Your Goals

- ◆ You want to tell them about yourself and how you would be an asset to the employer
- ◆ You want to find out about the position and the organization
- ◆ To obtain an offer of employment

Employer Goals

- ◆ They want to find out about you and determine if you would be an asset to the employer
- ◆ They want to tell you about the position and the organization
- ◆ To identify whether or not they should offer you employment

Presenting Yourself

- ✓ Dress professionally, of course! (First impressions are the strongest you make!)
- ✓ Directions to the interview
- ✓ Several copies of your resume, one for you and 2 or 3 for the interviewer/ interviewers
- ✓ A pad of paper and a pen to record relevant information
- ✓ A typed list of your references with contact information
- ✓ A list of job-related questions
- ✓ Brief notes from the research you did on the company

**Arrive at the interview on time,
but the location early!!**

Let the Interview Begin!!

DO

- Give a firm handshake
- Make eye contact
- Smile

DON'T

- Sit down (until invited)
- Show anxiety or boredom
- Look at your watch
- Ask about vacation, salary, flextime, benefits or drug tests
- Bring up religious, political or racial matters.

Be Prepared To Answer Questions Interview Styles

- ◆ “Talk at you” interview
- ◆ “Stock question” interview
- ◆ “Behavioral Characteristic” interview

A mix of styles is common!!

“Talk at You” Interview

- ◆ The interviewer speaks continuously, tells you about the job, tells you about the company, tells you about himself/herself.
- ◆ Bases opinion of you and your capabilities in the first thirty seconds.

“Stock Question” Interview

- ◆ Tell me a little about yourself?
 - “30 Second Sales Pitch”
- ◆ What are your strengths/ weaknesses?
- ◆ Where do you see yourself in 5 years?
- ◆ Why do you want to work here?

DO YOUR HOMEWORK ON THE EMPLOYER!!

“Behavioral Characteristics” or “Targeted” Interview

- ◆ Open ended questions which require you to describe events and activities.
- ◆ Based on the premise that past behavior predicts future behavior.
- ◆ Identifies whether or not you possess the behaviors that are valued in that organization.

Example “Open Ended” Questions

Tell me about a time.....

- When you accomplished something on your own
- When you had to work with a difficult person
- When a project did not work out the way you intended

Think Like the Interviewer

Show them what you can do through examples, don't just tell them

STAR Method

Situation: give an example of a situation you were involved in that resulted in a positive outcome

Task: describe the tasks involved in that situation

Action: talk about the various actions involved in the situation's task

Results: what results followed because of your actions

Illegal Interview Questions

(more information in your packets)

Employer should not ask about any of the following, because to not hire a candidate because of any one of them is discriminatory:

- Race
- Color
- Sex
- Religion
- National origin
- Birthplace
- Age
- Disability
- Marital/family status

Questions should be job-related and not used to find out personal information.

How can you choose to answer an illegal interview question? There are 3 ways

1. You can answer the question if you want to. Keep in mind though that you could be giving a “wrong” answer that might hinder your chances of getting a job.
2. You can refuse to answer the question which is well within your rights. But depending on how you choose to phrase your refusal, you can risk appearing like a confrontational person.
3. You can examine the question for its intent and respond with an answer as it might apply to the job. For example, the interviewer asks, “Are you a U.S. citizen?” or “What country are you from?” You’ve been asked an illegal question. You could respond, however, with “I am authorized to work in the United States.” Similarly, let’s say the interviewer asks, “Who is going to take care of your children when you have to travel for the job?” You might answer, “I can meet the travel and work schedule that this job requires.”

Your Turn to Ask the Questions

Remember that you are interviewing them as much as they are interviewing you!

The goal is to find a good match!

Example Questions to Ask

- ◆ Describe the top three challenges that I'll face in this job.
- ◆ What do you like most about working for this company?
- ◆ Are there opportunities for career and personal development?
- ◆ Is there travel? Are there evening and weekend hours?

Common Interviewing Mistakes

- ◆ Lack of preparation
- ◆ Failure to listen to the questions
- ◆ Misrepresenting skills/knowledge
- ◆ Speaking in generalities
- ◆ Failure to make eye contact
- ◆ Fidgeting/Distracting appearance
- ◆ Failure to ask questions about the job
- ◆ Lack of enthusiasm
- ◆ Check out this video at

Follow- Up

The Finishing Touches

After The Interview

- ◆ End the interview with a handshake and then thank the interviewer for his or her time.
- ◆ Reiterate your interest in the position.
- ◆ Find out the next steps.
- ◆ Immediately send a “Thank You” letter reminding the interviewer of your ongoing enthusiasm for the position.
 - Make sure you get a business card or correct spelling of everyone's name with whom you interviewed.

Interview Videos

- ◆ <http://www.youtube.com/watch?v=S1ucmfPOBV8> (4 mins)
- ◆ What Other People do to Prepare for their interviews
- ◆ http://www.youtube.com/watch?v=KLbUu9Mam28&feature=channel_page (3 mins.)

Negotiation

What you need to know

- ◆ The more information the better - Know what the salary range is for the position
- ◆ Reveal precious little about your salary requirements during the early stages of interviewing
- ◆ Be clear and confident about your value
- ◆ Negotiate only after the employer is sold on you

Scenario...

Your professional experience and personal demeanor seem to be an ideal match for both this position and company; what we need to find out is whether we can match your salary requirements for this position?

Negotiating *Answers*

1. **Be straight forward:**

"I've determined that my responsibilities are commensurate with the high end of the salary range most employers are willing to pay for the position, which is \$_____ to \$_____."

2. **Allow them to decide:**

"I'd prefer to hear your opening offer, based on your knowledge of my capabilities and experience, in conjunction with your knowledge of the salary cap for the position."

Salary Negotiation Videos

<http://www.youtube.com/watch?v=IL8Fc2DGM4U&feature=related>

(59 mins.)

<http://www.youtube.com/watch?v=E7JBQFhgd2Q&feature=related>

(1 min.)

Tips from our Mock Interviewers

- ◆ One interviewer loved the suits students were wearing and said it was what set one PT apart from the others. Our other interviewers said they need to be able to walk and maybe even demonstrate so a suit was not necessary. Conclusion for PT dress....suit will make you stand out, but be sure to wear comfortable shoes and a comfortable top under your jacket as you may be walking around or have to demonstrate something – you should be able to take off your jacket and have a functional top if you need to.
- ◆ Be yourself and establishing rapport in the interview is very important...a lot of time interviewers are looking for someone they like.
- ◆ Have confidence in your abilities. Think of showing confidence as showing friendliness. Most interviewers can see if you are not confident. Confidence can be shown by being friendly- Sometimes if you are too nervous, it can come off as having an attitude.
- ◆ At the end of the interview re-emphasize that you want the job and think you would be a good match after having heard all about it “ask for the job”

Reminders!

- ◆ Mock Interview Day: Part 2 of this workshop will be held the first week of February. You must sign-up for a 30 min. mock interview. Sign –up sheets are in the Insalaco Center.
- ◆ For those of you in the GPP the individual mock interview is a requirement.
- ◆ You need to bring in a copy of your resume to the ICCD prior to the mock interview.
- ◆ You must dress professionally for the mock interview.

Time For The Real Deal

- ◆ On-campus interviews
- ◆ Job Fairs

**Now go out there and
get those jobs!**

A stylized silhouette of a mountain range in a darker shade of teal, located in the bottom right corner of the slide.

Student Leadership Transcript (SLT)

***Remember to add this workshop to
your SLT*

(Student Leadership Transcript).

Go to e-MU

*Click on the **Campus Services**
tab*

*Click on **Career Center** then
Student Leadership Transcript*