Career Services
University of South Carolina Beaufort

Interviewing 101
Because you don’t want to be like these interviewees!

- Bad Interviewees
Best time to interview?

- Take morning over afternoon if possible
  - Not competing with lunch
  - Interruptions or meetings that come up
  - Employer in less of a rush to clear their desk off at end of day

- Best time...
  - Tuesday, Wednesday or Thursday mornings between 9-11 am
Make a good first impression!
Dress professionally.

Dress professionally, even if normal daily attire at the position is more casual.
Women’s guidelines

- Wear a conservative pantsuit or dress suit that fits well
- Skirt should be no more than two inches on either side of the knee
- Neutral Colors
- Minimize jewelry and accessories
- Go light with the perfume
- Two inch heels maximum
- Smile!!!
Men’s guidelines

- Button up shirt, suit, tie that fit well
- Neutral colors
- Lace up or slip on black or brown loafers
- Minimize accessories and cologne
- Smile!!!
How they will size you up...

- Do I like him/her?
- Will he/she get along with co-workers, customers, clients?
- Is he/she a risk?
- Does he/she have the right credentials?
- What does he/she bring to the table?
- Can he/she make a difference here?
- How does he/she stack up against the other candidates?
What employers are looking for...

- **Problem solving skills** – logic, creativity, ability to think clearly and synthesize facts, compare and contrast, and draw conclusions
- **People skills** – flexible, agreeable, good listener, team player, motivational, trustworthy
- **Closure skills** – ability to finish what you started, good judgment, follow through, energy, passion, patterns of personal achievement
Interview Questions

- Practice out loud!
- General
  - Tell me about yourself
  - Why are you interested in working here?
  - Why did you choose this field of study?
- Behavioral
  - Tell me about a time scenario
  - What would you do in this instance?
- Personality tests
- Quizzes
What you should look for...

- Do your research
  - Website, periodicals, Google
- Get directions, get a name and be prepared
  - Make a dry run
  - Who will you be meeting with?
  - Take several copies

- First rounds of the interview process are for elimination
- Lack of preparation – the single biggest reason candidates don’t get called back
Be prepared but don’t be overconfident.

- Yes, you’ve done your homework and know about the company and employers want to see that, but stay relevant.
- Don’t be overconfident.
- Prepare with mock interviews, InterviewStream
  www.wku.edu/career
The Interview — Make a great 1st impression

- Arrive 10-15 minutes early
- Prepare mentally
- Be friendly with everyone you come in contact with
- Handshake and smile
- Be positive
- Non-verbal communication
  - Eye contact
  - Posture
Don’t be uncomfortable with silence...

- Don’t be afraid to compose your thoughts before speaking.

- If an employer pauses, don’t be nervous! Continue as normal.
When interruptions happen...

- Interruptions may occur.
- Take this time to review and keep with pace with everything that is going on.
- Politely excuse interruptions.
Things to Avoid

- Avoid slang and verbal pauses
  - um, like, yeah, etc.
- Avoid nervous behavior
  - fidgeting, jingling keys, twirling hair, biting nails, etc.

Nervous Interviewee:
http://www.pond5.com/stock-footage/467866/nervous-interview.html

Nervousness Tips:
http://www.youtube.com/watch?v=rbhbwgFtIl4w
Convey yourself appropriately

- Good posture
- Eye contact
- Firm handshake
- Clear and appropriately paced speaking—not mumbling or talking too quickly
- Don’t interrupt.
During the interview

- **Verbal communication**
  - Prepared but not memorized answers
  - Talk about skills, education, experience
  - Back up your points
  - Use verbs/terminology from your resume and job description
  - Know when to end
  - Listen
  - Pause and take time to think

- **Watch nervous habits**
  - Toe tapping
  - Playing with pen, hair
  - Swiveling
  - Knuckle cracking
  - Nervous laughter
  - Umm, like, you know…
Don’t be negative!

About you, former employers, working situations, etc.
Wrapping up the Interview

- Ask questions!
  - It’s why you’ve researched and prepared
  - Clarify
  - Ask about the process
- End of the interview
  - Thank you
  - Handshake
  - Business card
The do’s and don’ts of appropriate question asking

**DO**
- Ask questions that are related to the positions job functions and how it relates to the other positions’ job functions in the organization.
- Examples:
  - "What are the company's current challenges?"
  - "Could you give me a more detailed job description?"
  - "Why is this position open?"
  - "Are there opportunities for advancement?"
  - "To whom would I report?"

**DON’T**
- DON’T ask about pay or benefits at this time. Wait until you have a job offer.
- DON’T ask any questions you could find out from a simple internet search.

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“*My short-term goal is to bluff my way through this job interview. My long-term goal is to invent a time machine so I can come back and change everything I’ve said so far.*”
After the interview

- Send a thank you notes (24-48 hours)
- Follow up in a timely manner...patience is a virtue
Social Media!

- www.facebook.com/uscbcareerservices
- www.facebook.com/jawseymcshark
- www.twitter.com/jawseymcshark
- www.jawseymcshark.tumblr.com
- www.pinterest.com/uscbcareer
- www.youtube.com/uscbcareerservices