

# INTERVIEWING

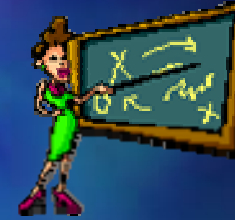
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Presented By

Finger Lakes Works



# Topics We Will Cover:



- Defining "Interview"
- Different Types of Interviews
- Preparation
- Group Exercise in Interviewing
- The Big Day
- After the Interview
- Group topics of concern

# Interview: *French noun, from the Latin* inter: "between" view: "to see"

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- An exchange of information between two potential business partners

-Gottessman and Mauro,  
*The Interview Rehearsal*

- A formal meeting between the jobseeker and employer to obtain information and evaluate qualifications

-*Finger Lakes Works*

# Types of Interviews

- Phone



- One-on-One



- Group

  - Group of interviewers (panel)

  - Group of interviewees



- Observational/Working



- Informational



- Peer



- Breakfast/lunch



# Getting Ready For Your Interview

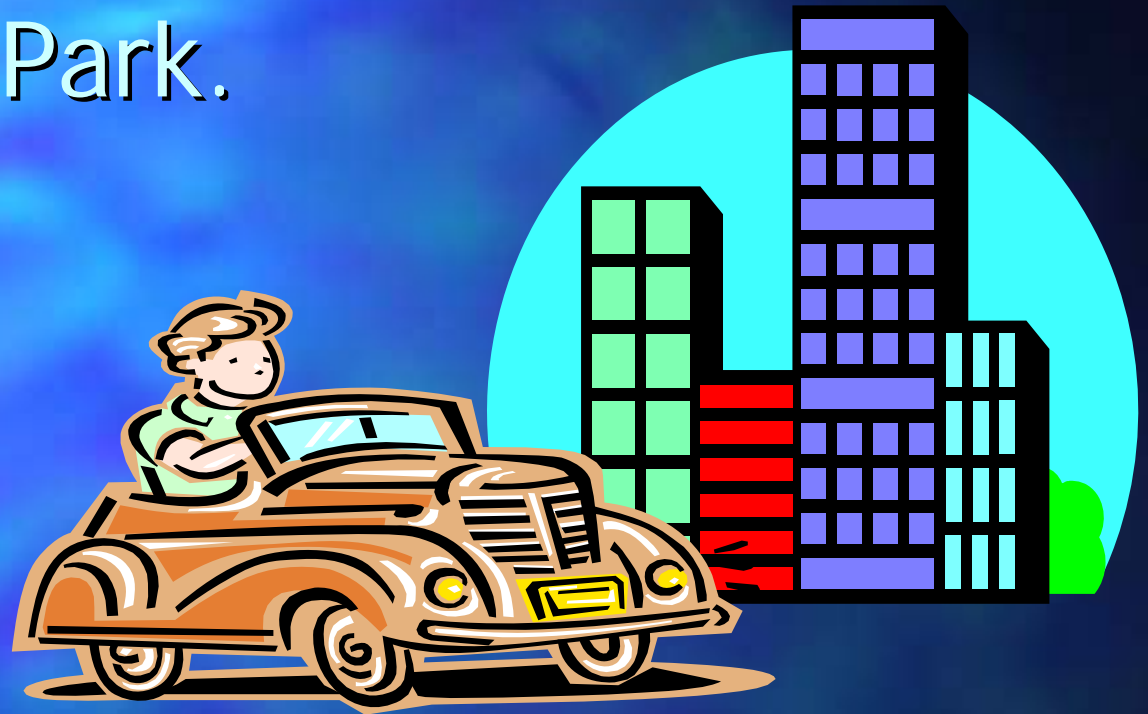
*Preparation*

# Research the Employer



- Internet/Newspapers
- Business journals, Standard and Poor's Register of Corporations, Dunn and Bradstreet's Million Dollar Directory, Moody's Business Review
- Current/former employees
- Libraries, chambers of commerce
- Company brochures
- Company receptionist (don't be afraid to tell him/her why you are calling)
- Local County Economic Development Company suppliers /IDA
- Finger Lakes Works, Department of Employment Services

# Know Where You Are Going and Where You Can Park.



- Do a “dry run” during the time of day your interview is scheduled so you know how long it will take at that time of day.



# Dress the Part



- 45% of the success or failure of an interview is directly related to personal appearance (dress and grooming).
- 35% depends upon your responsiveness (facial expressions, smiling, verbal responses).
- 80% of success is determined by these two factors and 100% of it is controlled by you!
- An interviewer forms an opinion within the first 90 seconds. The majority of this judgment is visually based so “packaging” is everything.



# Hints on Dress

- *How should you dress?* When in doubt, opt for suit/tie, pantsuit, skirt/dress. Popular advice is to dress one step above whatever the employees are wearing. Solids, blues, grays, blacks, and neutral colors are your best bets.
- Don't wait until the night before an interview to get your clothes together. If your interview outfit also serves as wedding and funeral attire, it may have been a while since the last event and sadly waistlines and fashion trends may have changed!
- Keep jewelry and perfume/cologne to a bare minimum. "Extra" piercing jewelry should be removed and tattoos should be covered.
- Don't forget about shoes! Leave the sneaks at home and make sure shoes are polished or at least clean.



# Rehearse the Part

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## PRACTICE, PRACTICE, PRACTICE:

- Practice common interview questions (handout provided). Be prepared to handle the “toughies” and to confidently discuss difficult areas of your employment history.
- Write out your answers to the questions and practice with a partner. Be careful not to over practice to the point of sounding too rehearsed.

## Reflection, Reflection, Reflection:

- It can be painful but rehearsing in front of a mirror is an excellent way to practice eye contact and become aware of how you appear and use gestures

# Group Exercise



# The Big Day

- Have extra copies of resume, documents of identification such as driver's license, SS card, birth certificate, working pen, paper, and/or portfolio.
- Arrive no more than 10-15 minutes early.
- Be very courteous and polite to *anyone* with whom you come in contact.
- Don't smoke before or during the interview, don't bring beverages or other people with you.
- Feel good about yourself!

# The Big Day...

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- When greeting the interviewer(s): shake hands, smile, and introduce yourself, repeat the interviewer's name and remain standing until you are asked to sit.
- Pay attention to your non-verbal communication (posture, eye contact, fidgeting). Don't slouch, yawn or display signs of nervousness. Keep your hands clasped on your lap or grasping your portfolio/resume to avoid nervous movement.
- Think before you speak. Answer questions thoughtfully and directly. Provide visual or verbal examples in your responses.
- Be prepared for the unexpected (tours, tests, more than one interview etc).

# Questions to Ask the Interviewer



- Employers gauge your interest in the position by the critical questions you pose.
- Nothing is more disappointing to an interviewer than to ask if you have any questions and you respond with a “NO”.
- Never ask about salary or benefits unless the interviewer brings them up first.

# Take Charge of Salary Questions

(only if the interviewer brings up the topic)



- Delay salary questions if possible. Keep your response vague.
- Ask what is budgeted for the position or what they might pay someone with your qualifications.
- Respond with "It's not always about salary, it's about the job. If it's the right job for me and I am the right person, salary won't be an issue."
- Arm yourself with labor market information:  
[www.labor.state.ny.us](http://www.labor.state.ny.us) Go to Labor Market Information.

# End of the Interview

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- Be sure and thank the interviewer for his/her time.
- Request the interviewer's business card (for the thank you note later).

# And last but not least...

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## THE THANK YOU NOTE!

- Serves as a follow up to the interview.
- Allows you to stand out above the other candidates.



# FYI: Notes on follow-up

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If you have not had a response after a few days and you are eager for the position, call to find out the status of your application. General rule of thumb is to wait for *2 weeks* before calling. However, don't be too aggressive. If the employer has decided not to employ you, say thank you and politely ask about your interview *performance*. Hearing how you portrayed yourself will enable you to improve and avoid making similar mistakes.

You may also want to ask if they could *suggest other employers* who might need someone with your skills. It's also a great networking resource to cite in a cover letter when contacting that referral.

# Review of Group Concerns

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