INTERVIEWING SKILLS WORKSHOP

How to “get hired” for the job.

Brevard Job Link

What is a Job Interview?

- A presentation
- A performance
- A audition

If you are granted an interview, you have successfully grabbed the attention of an employer!
Research

Do it through:
- internet
- printed materials
- Find out about size & growth patterns
- annual reports
- products & services
- company history past & present
- position within the industry
- corporate culture
- net worth

Focus Points Before Interview

- Demonstrate or communicate your experience and skills
- Do not disclose personal information
- Defend any obvious weakness in your resume
- Respond to questions in an open, direct way as you have nothing to hide
- Cell phones – do not ever answer during interview
Success In An Interview

- Packaging is 45%
- Responsiveness is 35%
- Experience is 10%
- Miscellaneous is 10%

Which of these are under YOUR control?

Packaging

- Appearance
  - Hygiene
  - Clothing
  - Make-up
  - Perfume/Cologne
Body Language

- Be Consistent
- 7% of your information, feelings & attitudes are conveyed by spoken words
- Voice-38% is conveyed by tone, attitude, & quality
- Body Language-55% is conveyed through body language

Smile
Handshake
Posture
Eye contact

Responsiveness

- Be punctual
- Show enthusiasm
- Use good grammar
- Speak clearly & honestly
- Show respect
- Be prepared
- Do your homework
Experience

- Focus attention on your strengths
- Knowledge of skills
  This is where you may be asked to explain the previous job duties you performed as stated on your resume in greater detail-practice ahead of time don’t get caught off guard!
- Length of time in the industry

Miscellaneous

- Recent books read
- Writings you prepared
- Time Management
- Work habits
- Education goals/Career development
- People skills
Telephone Interviews

- Used to screen out applicants
- You are at place of interview
- Turn off TV-make surroundings quiet
- Keep children quiet
- Do not accept “call waiting” calls
- Be prepared-resume in front of you
- Ask when you might expect to hear from them

Questions to ask the employer

- What changes would you like to see made over the next years by the person who takes this job?
- What are the top priorities that should be accomplished by the person in this position?
- Tell me about your top three clients, customers, users or people you serve?
- If you could change one thing about this department, what would it be? If you could add one thing, what would it be?
- How much interaction is there with other departments?
No-No Questions

- Pay
- Schedules
- Benefits
- Time off
- Type of office
- Vacations

Interviewing Mistakes

- **Thinking like a job hunter**
  - Don’t try to control the entire interview.
  - Do not behave in a desperate manner.
  - Convey that you are a team player.
  - Do not act self centered: I want.. I need…I’m looking for…

- **Try to be distinctive**
  - Do not sound like the job description "use your own words"
  - State your accomplishments, skills, and abilities

- **Be on your best behavior**
  - Relax: try not to be robotic
  - Be human, down to earth
  - A well timed bit of humor can break the ice just don’t get carried away

- **Don’t try to go it alone**
  - Network, friends helping, giving tips
  - Mock interviews
Not A Pretty Picture

Do Not Say…..

Um, Uh, Yeah, Yup, Y’know,
Like, Okay, I guess, Pretty good

Do Not…

Jingle pocket change, tap feet or fingers, play with hair, fold arms, use limp handshake, fidget, chew gum, mumble, interrupt, speak too fast or slow, slump, twiddle props

After The Interview

Thank you note

- Express your gratitude
- Reinforce your interest in the job
- Recap the two or three strongest points working in your favor

Evaluate yourself

What are some things that could have been different?
Summary

First impressions are important.....

Be prepared.....

Dress the part.....

Grooming.....

Attitudes and Behavior!!!!