

# TIPS FOR A BETTER JOB INTERVIEW



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# MINDSET

## The New Psychology of Success

Carol S. Dweck, Ph.D.

\* A Growth Mindset

# The purpose of a job interview...

- **Assess how you will fit in this company**
- **An opportunity to share the contributions that you can make.**



**Prove that you have these...**

**Do you fit in? = Personality Type**

**Can you do the job? = Skills**



**Answer should be...**

**“Examples”, NOT “answers”**

**“Accomplishments”, NOT “duties”**



# Types of Interviews...

## Traditional One-on-One

**You respond to interviewer's traditional questions with facts and examples to support your answers.**

### Questions like...

- **Tell me a little about yourself.**
- **Why do you want to work here?**
- **What are your personal strengths?**
- **What are your weaknesses?**
- 





## **Group**

**A group of applicants are interviewed together...often to see how you interact with each other.**





**Panel**  
**Several staff members**  
**take turns asking you questions...**







## **Behavioral / Story Telling**

**You provide specific examples of what you have done in the past relating to the situation that the interview gives you.**

### **Examples...**

- **Describe a stressful situation at work and how you handled it.**
- **Describe a decision you made that was unpopular and how you handled it.**
- **What do you do when your schedule is interrupted?**



## **Job Task or Exam**

**You are asked to demonstrate a task, i.e., operate equipment, give a presentation, present a workshop, perform a task.**

**-or-**

**You are asked to take a test and you're put on a list to be called later for an interview.**





## **Online Video**

**Distance interview often using Skype Or FaceTime.**

**Tips: Check your webcam and be prepared for sound/video delays.**

**Keep calm when the connection slows or causes delays.**

**Practice and get to know your camera and Skype (or other program) before you have this type of interview.**





## **Phone**

**Phone interviews can catch you off-guard unless it is scheduled ahead of time. If you are not prepared, reply that this is not a good time and make an appointment.**

**Employers may call to pre-screen or to schedule an interview if they like what you say.**



# **1<sup>st</sup> impressions on the telephone...**

- **If your first interview is over the phone, you can still make a good impression. Tips include:**
- **Be prepared, relaxed and comfortable.**
- **Give positive answers and smile while you talk.**
- **Stand up and walk around while talking.**
- **Do not interrupt the interviewer.**

# One Way Video Interview (AI)

- \* Can be scheduled at any hour of the day
- \* AI doesn't have the same biases as humans 😊
- \* Sometimes, may be able to repeat the session
  
- \* People find interviews to be “impersonal” and “unnatural”
- \* Be Yourself

# The Interview

- \* Review the job description
- \* Create some possible questions
- \* Write out the responses
- \* Practice, Practice, Practice

# REVIEW THE JOB DESCRIPTION

- \* **Turn the job description into questions**
- \* **Write out the responses to the questions AND provide an example.**

## **Job Description Example:**

*Provide general guidance, reviews of work products, and support to co-workers.*

- \* **How did you provide general guidance for co-workers?**
- \* **What was your process for reviewing work products?**
- \* **What type of tasks did you perform to support co-workers?**

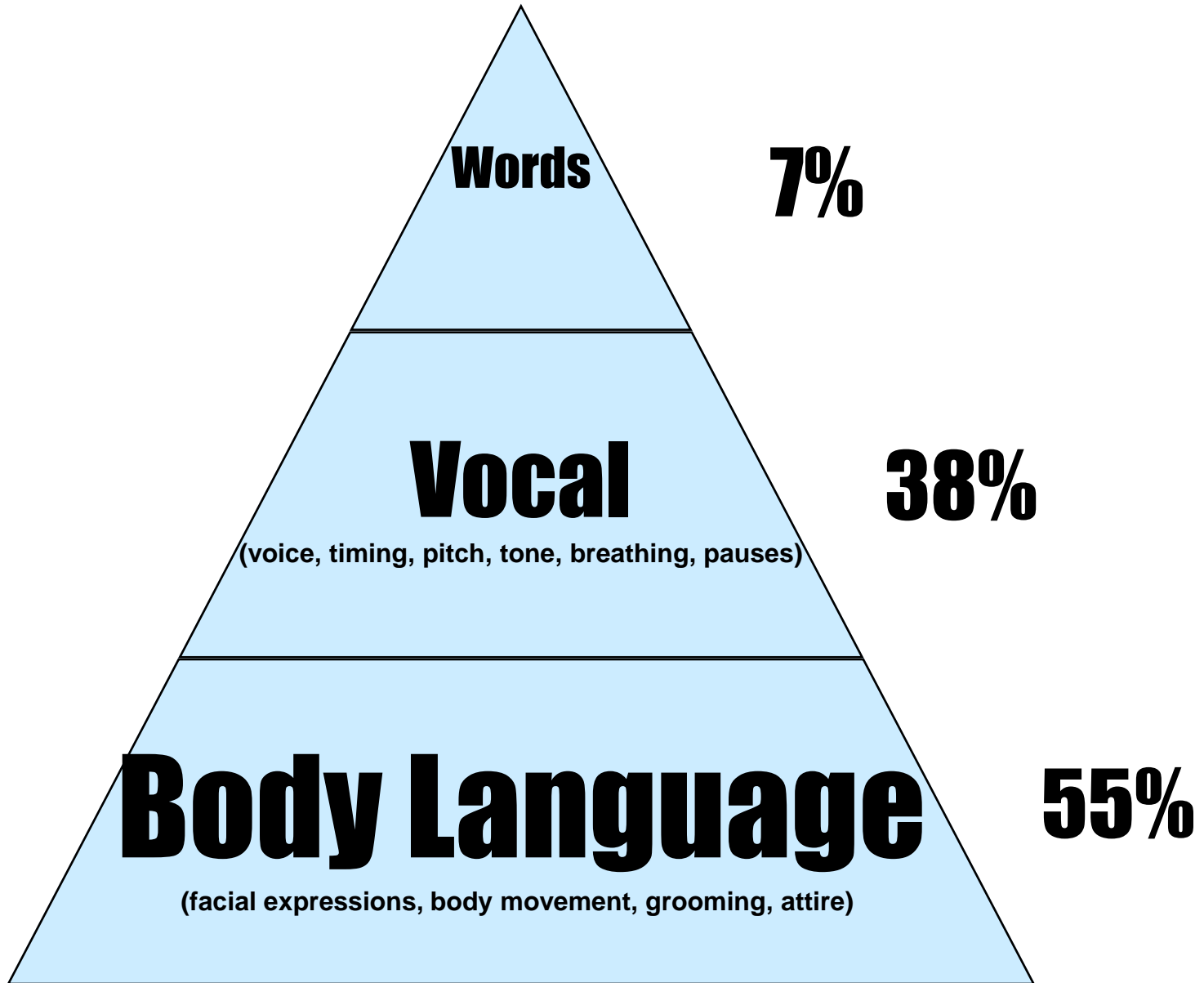
**Respond with a short concise answer and GIVE AN EXAMPLE with an accomplishment of when you did this.**





# **1<sup>st</sup> and lasting impressions...**

- **Be genuine, remain calm and relaxed**
- **Minimize distracting body language**
- **SMILE; Convey enthusiasm**
- **Sit up and speak clearly - not too fast or slow**
- **Shake hands confidently**
- **Look at all interviewers in the eye**
- **Listen carefully to the question**





## Do Research on:

- **The job announcement**
- **The duties of the occupation**
- **The organization and it's primary goal**  
**(review their website)**
- **The industry and other relevant information**  
**(check out [glassdoor.com](https://www.glassdoor.com))**
- **The local labor market**  
**([onetonline.org](https://www.onetonline.org))**



## **The missing steps for job seekers...**

**...is lack of thorough follow-through...**

- **After the interview a thank you/note**
- **Network with people you met**

# **Create a personal sales pitch...**

- **Introduce yourself**
- **Include who you are in terms of education, roles, and work situation**
- **Highlight skills, interests, values**
- **Explain what you are looking for in your next job**



**“Good morning, nice to meet you...I was just inquiring about your firm since I just received a certificate in computer technology from a local training program.**

**I’m still deciding where I want to work but eager to get a position. I’ve worked on a Help Desk but always wanted to get my hands on the equipment and software and the training prepared me well.**

**I’d welcome an opportunity to explore positions with your company and even though new this field, my energy and hard work ethic would be an asset to your company.**

# PRACTICE

**Good afternoon, nice to meet you. I just completed a \_\_\_\_\_ month training program in \_\_\_\_\_ and now eager to seek a position.**

**I completed several \_\_\_\_\_ projects in the program and developed skills in \_\_\_\_\_.**

**My work history is related to \_\_\_\_\_ but my recent training prepares me well for the \_\_\_\_\_ industry.**

**I'm particularly \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ and would welcome an opportunity to see what positions as a \_\_\_\_\_ are available.**

# PRACTICE

- **Be specific**
- **Use numbers, statistics, and percentages**
- **Tell powerful results:**
  - **Improved morale, resulting in “Employee of the Month” award**
  - **Streamlined operations and saved agency \$25,000 annually**
  - **Cut costs by training employees to troubleshoot tech issues.**
  - **Increased sales from \$100k to \$500k with revamped lead sheets.**
- **Start a *BRAG FILE* to collect accomplishments**



# BE PREPARED WITH QUESTIONS FOR THE INTERVIEWER

Visit their website to learn more about the company.

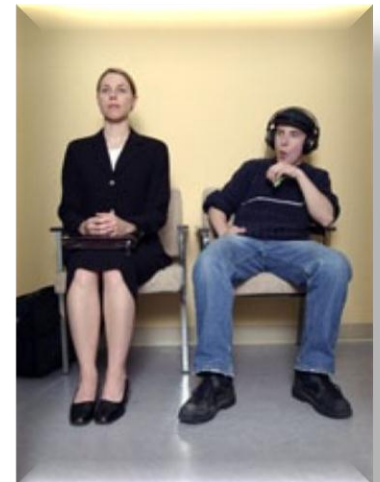
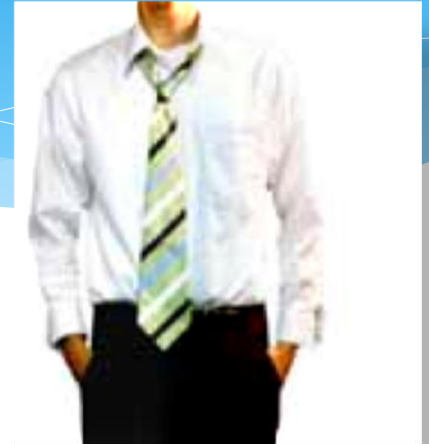
Possible questions:

1. What determines success in this organization?
2. What have you enjoyed most about working here?
3. What have past employees done to succeed in this position?
4. I noticed that \_\_\_\_\_ on your website, what/how?



# On the day of the job interview...

- **Map out location**
- **Arrive early and go alone!**
- **Leave CELL PHONE in your car or make sure you turn it OFF**
- **Have copies of documents with you, i.e. resume/portfolio**
- **Be courteous to everyone you meet. Everyone!**





# Be Prepared...practice, network

- **Review your notes and practice with another person or use a mirror**
- **Use your Personal Pitch when meeting people**
- **Introduce people you meet to others**
- **Use your business card**
- **Ask friends, family**
- **Use Social Media contacts, i.e., FaceBook, LinkedIn**



# Schedule a Mock Interview

- \* Make an appointment to meet with a career counselor so that you can practice for your upcoming interview!!!!

# A few websites

## Websites...

**[cds.sdce.edu](http://cds.sdce.edu)**

**<https://youtu.be/qKBubKO-798>**

**Developing Your Interview Skills**

**<https://www.youtube.com/watch?v=m5kR7TPAkSw>**

**Tell Me About Yourself**

**<https://www.youtube.com/watch?v=Np4cleX6u8Y>**

**Why Should We Hire You**

**<https://www.livecareer.com/quintessential/intvres>**

**[www.onetonline.org](http://www.onetonline.org)**

**Labor Market Information**