Ten Tips For a Better Job Interview

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Prepare by learning these steps...

1. Assess your work values, interests, abilities & skills, personality, long-term career goals. Adjust for clarity.

2. Explore occupations and industries found in the San Diego. Learn about local labor market conditions. (LMI)

3. Evaluate options, make a decision, develop a strategy for achieving your short and long term career goals. Create a C.A.P. S.M.A.R.T. plan

4. Take action! Get training, go to college or conduct a job search using a sales approach.

Prepare by learning these steps...
Do you fit in? = **Personality Type** - A
Can you do the job? = **Skills Sets** - A
Can you be counted on? = **Reliability** – A
Do you want to be there? = **Motivation** - A

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Prove that you have these...
In other words...

Attitude

Aptitude

Attendance

Ambition
Traditional One-on-One
You respond to interviewer’s traditional questions with facts to support your answers.

Examples...
• Tell me a little about yourself.
• Why do you want to work here?
• What are your personal strengths?
• What are your weaknesses?
• What are your goals for the next five years?
**Group**
A group of applicants are interviewed together...often to see how you interact with each other.

Interviewers may ask traditional and behavioral questions.
Panel
Several staff members take turns asking you questions... traditional or behavioral 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 implementing 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 sales presentation, present a workshop, perform a task.
-or-
You are asked to take a test and you’re put on a list of eligible candidates to be called later for an interview.
Online Video

Distance interview often using Skype.
Tips: Have a high-res webcam and be prepared for sound/video delays.

Keep calm when the connection slows or causes delays.

Get to know your camera and Skype (or other program) before you have this type of interview.
1st and lasting impressions...

- NO fidgeting – NO Shuffling of papers
- Be genuine, remain poised and relaxed
- Minimize distracting body language
- SMILE; Convey enthusiasm
- Speak clearly - not too fast or slow
- Shake hands confidently
- Look at all interviewers in the eye
- Listen carefully to the question
- Sit up and lean forward
Phone interviews can catch you off-guard unless it is scheduled ahead of time.

Employers may call to pre-screen or to schedule an interview if they like what you say.
First Impressions In A Phone Interview

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.

* Read more at http://www.careerealism.com/*
It’s only effective when there’s a... mutually agreeable exchange of information between at least two individuals.
Words
Vocal
Body Language
= 100%
Vocal (voice, timing, pitch, tone, breathing, pauses) - 38%

Body Language (facial expressions, body movement, grooming, attire) - 55%

Words - 7%
96% of 330* employers said that COMMUNICATION and INTERPERSONAL SKILLS are the most important employee traits!

Next in line...
Learning aptitude, collaboration teamwork and creative-problem solving, strong work ethic.

* University of Phoenix Survey 2005
Thoroughly research...

- The job announcement
- The duties of the occupation
- The organization and its primary goal
- The industry and recent trends
- The local labor market
Recent
Relevant
Concise
Precise

Think “stories”, NOT “answers”
Think “results”, NOT “duties”
Answer questions using the **PAR/STAR** method...

State the **P**roblem/**S**ituation/**T**ask

State what **A**ction you took to solve the problem or complete the task

State the **R**esults of your actions
Instead of . . .

“Responsible for maintaining website.”

Use . . .

“Created and maintained firm’s first website using customizable site-builder which increased retail foot traffic, online inquiries and sales.”
• 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
• Map out location on Google
• Arrive early and go alone!
• Leave CELL PHONE in your car or make sure you turn it OFF
• Have copies of relevant documents with you
• Be courteous to everyone you meet. Everyone!
• Use your Personal Pitch / Commercial when meeting people
• Sit with people you don’t already know at meetings
• Stand near the food at conferences
• Keep moving and meet new people
• Introduce people you meet to others
• Use your business card
• Leave with at least one contact who can help you network
• Think “close”
A few interview websites...

www.glassdoor.com

http://cds.sdce.edu/content/interview-resources