

TIPS FOR A BETTER JOB INTERVIEW



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MINDSET

The New Psychology of Success

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* 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**

Can you be counted on? = **Reliability**

Do you want to be there? = **Motivation**



Answer should be...

Think "Examples", NOT "answers"

Think "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?
- 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 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.



1st 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.

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:

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

How did you provide general guidance?

How did you review work products?

What did you do to support co-workers?

Respond with a short concise answer and give an example with an accomplishment of when you did this.

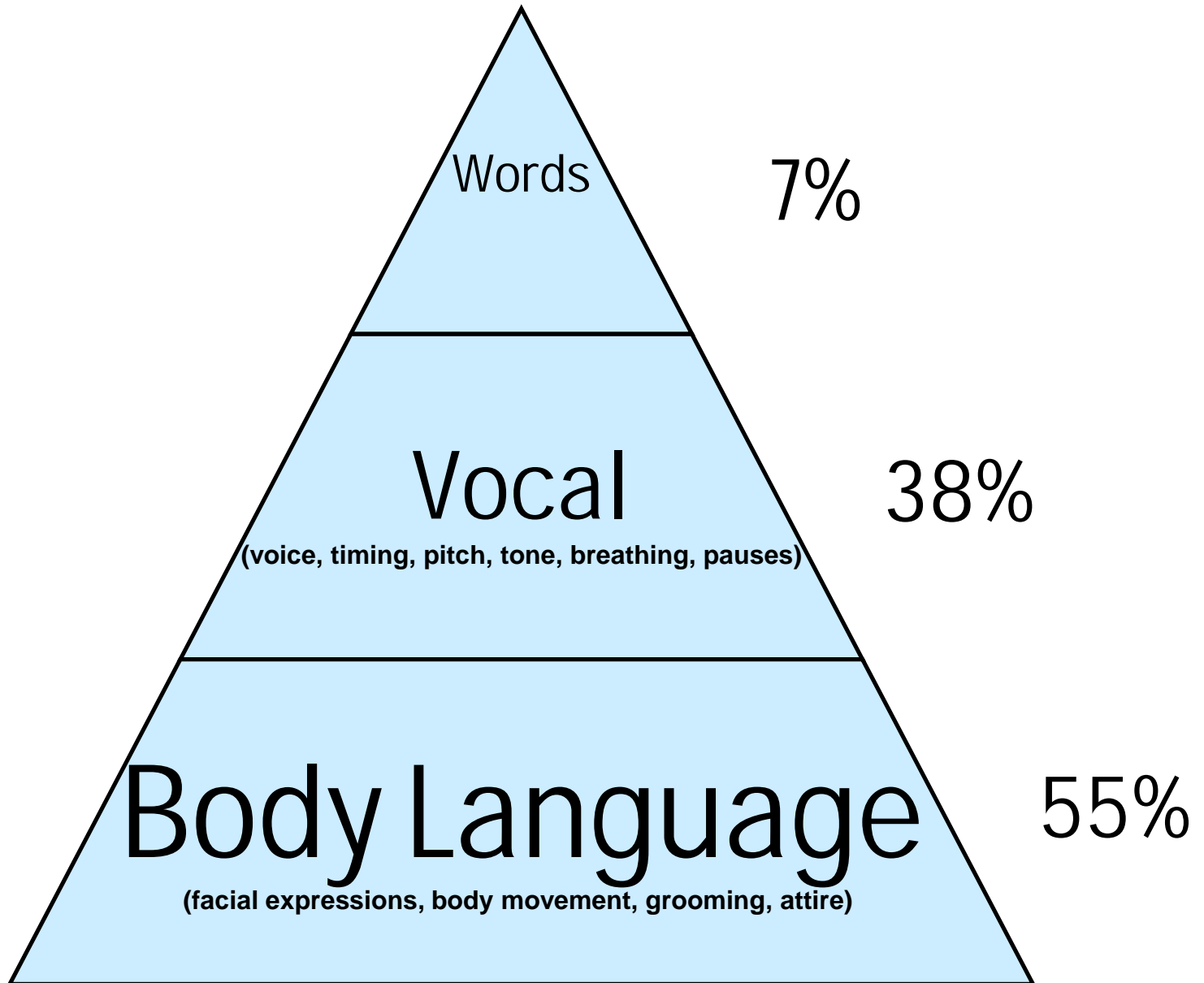


1st and lasting impressions...

- Be genuine, remain calm 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

The power of communication...







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](#))
- The local labor market
([onetonline.org](#))



The missing steps for job seekers...

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

- After the interview a thank you/note
- By networking with people you met
- New openings at the same company
- Similar jobs at other companies

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 enthusiasm can’t be matched!

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.

Prepare and practice via PAR...

Answer questions using the **PAR** method...

State the **P**roblem

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

State the **R**esults of your actions

Clearly illustrate your achievements...

Instead of...

“Responsible for maintaining website.”

Use...

“Created and maintained firm’s first website using customizable site-builder which increased traffic, online inquiries and sales.”

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.

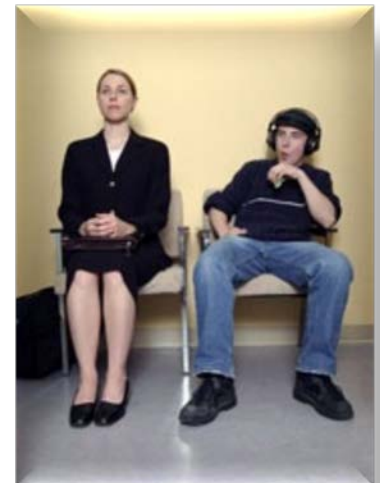
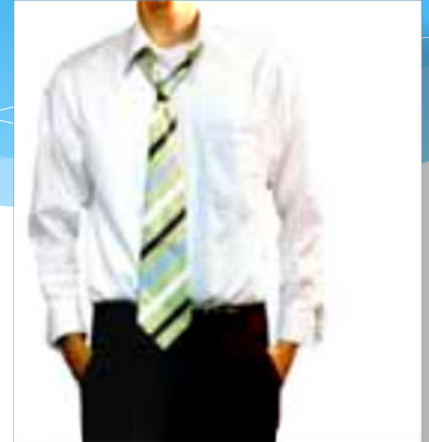
Possible questions:

1. What constitutes 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!





- 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



A few websites

Websites...

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

Labor Market Information