

Interview Success Art or Science?

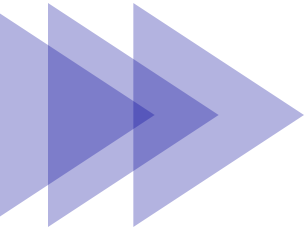


How I Got That Job



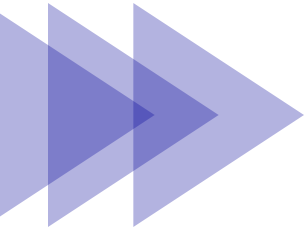
Interviews – A Strange Setup

- Two or more strangers together
- Ask and answer session – like a test
- Questions focus on life issues



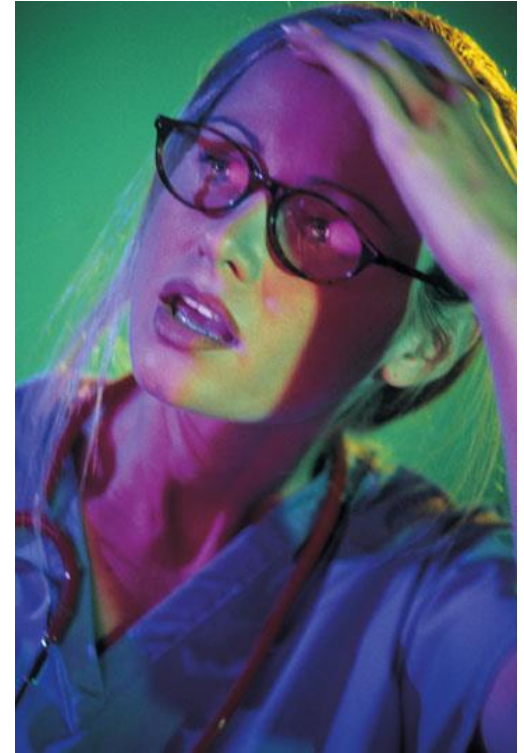
Interviews – A Strange Setup

- Pressure for “right” answer
- A lot riding on outcome
- Don’t get a second chance at first impressions



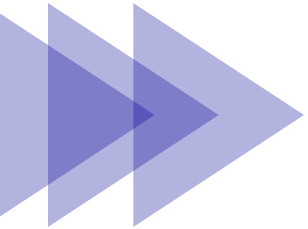
Questions you can Expect

- Training & experience
- Likes & dislikes
- Future plans
- Interviewer will be determining your skills for the job and if you're a fit for the company
- Could be one person or a panel
- The honest answer is the “right” answer.



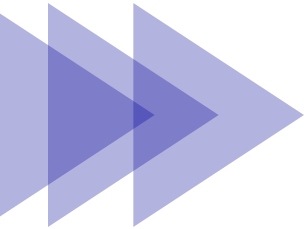
Three-Part Process

- Establishing rapport
- Gathering information
- Closing



Establishing Rapport

- Treat like a “first date”
- Be yourself
- Avoid canned or “rehearsed” responses
- Be sincere and honest



Gathering Information

- Questions will focus on background, experience & skills
- Answers should highlight your positive attitude, work ethic, intelligence, and character
- Chance to give examples of your work, life or school successes



Closing

- Your chance to ask questions
- Ask what are the next steps in process
- Make sure you know
 - When they will make a decision
 - How they will get in touch with you
- Thank the interviewer with a smile
- Exit with confidence



Things to do – Before Interview

- Research the company
- Learn about the job
- Think about how your experience, skills or attitude qualify you?
- Think about and write down questions you want to ask prior to the interview



Things to do – Before Interview

- Develop a short commercial about yourself
- Practice it with family or friends
- Gather details on your employment, education, training, work samples, awards, etc.
- Bring proper ID



Things to do - During Interview



- Arrive early (15 minutes) and alone
- Dress for success – appropriate to job
- Relax and be yourself
- Make friendly eye contact

Things to do - During Interview

- Be pleasant & courteous
- Smile as often as possible
- Express interest in the job & company
- Let interviewer lead the interaction
- Give examples of successes



Things to do - Closing Interview

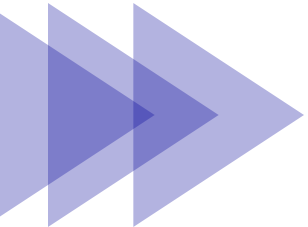
- Thank the interviewer
- Ask questions on hiring decision
- Reaffirm your interest in the job
- Offer a handshake and appreciation for interview



Things to Avoid



- Don't be unprepared or late
- Don't trash former employers – teachers
- Don't lie
- Don't be modest or vague – sell yourself



Things to Avoid



- Don't eat, smoke, or chew gum
- Don't bring cell phone (turn off)
- Don't overdress – dress for the job
- Wear a belt!
- Don't wear excessive colognes, perfumes, or jewelry
- Don't leave without asking questions
- Don't be a pest afterwards

Inappropriate Questions

- Race
- Age
- Religion, gender
- Health status
- Marital status
- National origin
- Workers' compensation claim history
- Arrest record

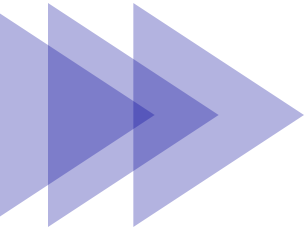


You can say, "I'm uncomfortable with that question!"

Interview Success Art or Science?



Art!



How to be successful at a Job Fair!

- Grooming
- Appropriate attire
 - Be timely
- Have a resume
 - Have a pen
- Bring your smile
- Apply your soft skills



What are soft skills?

Soft skills are personal management skills such as attitudes and behaviors that drive one's potential for growth and team work skills.

Oral Communication

- Don't argue back if you disagree with your employer. Give suggestions or ideas instead – no jargon or slang.

Personal Qualities

- Use good hygiene, comb hair, wear clean clothes, be friendly and polite.

Cognitive

- The mental process by which knowledge is acquired. When your supervisor or manager assigns you a specific task, is your work completed and accurate according to the instructions.

Work Ethic

- Being on time for work, not leaving before your shift is over, being able to work independently without your employer looking over your shoulder, staying focused. Example of poor work ethic: you work in a fast food restaurant and when the boss is not around, you give free food to your friends. This would be grounds for dismissal.

Interpersonal

- Being able to communicate with others using written or verbal communication techniques. Example of written: when taking message for co-workers or management, it is important to note the date, time of call, name of caller, company, and brief message. Many problems in the workplace are alleviated by the ability of workers to communicate clearly with each other.



14 rules you may not learn in school reportedly from Bill Gates.....

Rule 1: Life is not fair - get used to it!

Rule 2: The world doesn't care about your self-esteem. The world will expect you to accomplish something BEFORE you feel good about yourself.

Rule 3: You will NOT make \$60,000 a year right out of high school. You won't be a vice-president with a car phone until you earn both.

Rule 4: If you think your teacher is tough, wait till you get a boss.

Rule 5: Flipping burgers is not beneath your dignity. Your Grandparents had a different word for burger flipping: they called it opportunity.

Rule 6: If you mess up, it's not your parents' fault, so don't whine about your mistakes, learn from them.

Rule 7: Before you were born, your parents weren't as boring as they are now. They got that way from paying your bills, cleaning your clothes and listening to you talk about how cool you thought you were. So before you save the rain forest from the parasites of your parent's generation, try delousing the closet in your own room.

Rule 8: Your school may have done away with winners and losers, but life HAS NOT. In some schools, they have abolished failing grades and they'll give you as MANY TIMES as you want to get the right answer. This doesn't bear the slightest resemblance to ANYTHING in real life.

Rule 9: Life is not divided into semesters. You don't get summers off and very few employers are interested in helping you FIND YOURSELF. You need to do that on your own time.

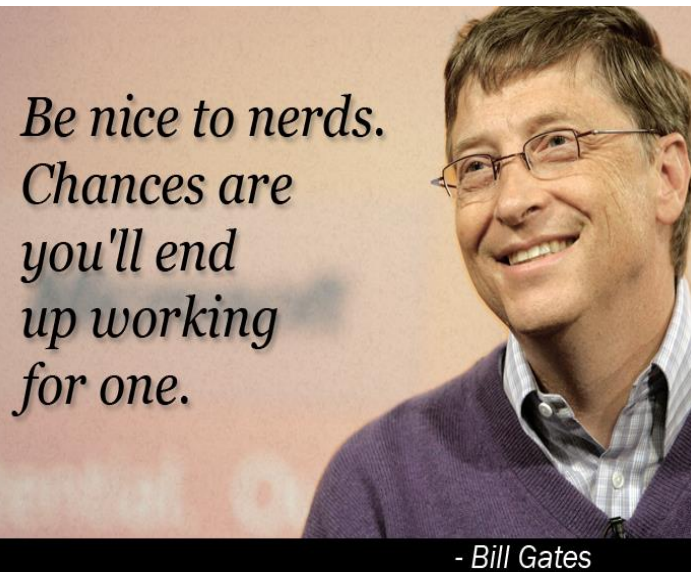
Rule 10: Television is NOT real life. In real life people actually have to leave the coffee shop and go to jobs.

Rule 11: Be nice to nerds. Chances are you'll end up working for one.

Rule No. 12: Smoking does not make you look cool. It makes you look moronic. Next time you're out cruising, watch an 11-year-old with a butt in his mouth. That's what you look like to anyone over 20. Ditto for "expressing yourself" with purple hair and/or pierced body parts.

Rule No. 13: You are not immortal. (See Rule No. 12.) If you are under the impression that living fast, dying young and leaving a beautiful corpse is romantic, you obviously haven't seen one of your peers at room temperature lately.

Rule No. 14: Enjoy this while you can. Sure parents are a pain, school's a bother, and life is depressing. But someday you'll realize how wonderful it was to be a kid. Maybe you should start now. You're welcome.



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