1. To convince the employer you are the best candidate for the position
2. To determine whether you want to work for this organization

Objectives of this Presentation

To develop an understanding of what it will take to be successful in Interviewing:
- Getting Prepared
- The Day of the Interview
- The 3 Stages of the Interview
  - Introduction, Questions, Ending the Interview
- Following Up

Getting Prepared

- Researching the Organization
  - Career Insider online research at www.HireSooner.com
  - Company websites
  - News articles
  - Stock market
  - Friends
  - Family

1. Students have access to Career Insider
2. Alumni may access Career Insider as a part of premium services with Career Services
3. Questions to ask yourself
   - What are you looking for in a company
   - What are your objectives and expectations for your career
4. Get to know the potential job
   - Job description
5. Get to know the potential employer
   - What industry recognition / awards has the company achieved
   - What is the future of the company / industry
   - Who are their competitors / What are their competitors doing
   - Do they have any initiatives (United Way / Habitat for Humanity)
Getting Prepared

- Test your interviewing skills by
  - Using Interview Stream at www.HireSooner.com
  - Setting up a Mock Interview with Career Services

1. Students have access to Interview Stream
2. Alumni have access to Interview Stream as a part of premium services through Career Services
3. Mock interviews are open to everyone
4. Practicing helps to promote confidence
   - Utilized family and friends – practice answers on them

Getting Prepared

For a Phone Interview:

- Remember to speak clearly, sound excited, and take notes
- Be aware of things around you that could cause distractions

1. Why Telephone Interviews
   - Prescreen candidates
   - Scheduling conflicts
   - Reduce Cost

2. Avoid Distractions
   - Select a quiet environment for your interview
   - Ask your roommates not to disturb you
   - Ask your friends and family not to call or visit
   - Disable your call waiting
   - Turn off your cell phone, pager
   - No television, radio

3. Things to have during a telephone Interview
   - Resume
   - Pen and paper
   - Company research
   - An outline of items you wish to cover
   - Questions you anticipate the interviewer may ask
   - Questions for the interviewer
   - Your personal calendar

4. When Closing
   - Ask good questions
   - Ask, “What are the next steps?”
   - Let the employer end the call
   - Thank the interviewer
   - Express sincere interest in the company
Getting Prepared

For an Internet Webcam Interview

- Very similar to a phone interview
- Main difference, you will need to be professionally dressed

The Day of the Interview

Professional Dress is Important

- Conservative and neat
- Neutrality is important
- White or pale colored shirt/blouse
- Black or dark shoes
- Hair & makeup should be neat and not attract attention
- Scents, perfume, & after-shave should be subdued
- Men, clean shaven or beards/mustaches trimmed
- Hands and nails manicured

Things to Bring with You to the Interview:

- 2 or 3 copies of your resume
- An unofficial copy of transcript
- Your list of references
- Your typed list of questions
- A binder with notebook and pen

1. Image is often as important as content
2. Interviewers were surveyed
   - On average interviews last 1 hour
   - It takes interviewer 6 minutes to decide if you are hireable

1. Free Portfolio from Career Services with Registration
The Introduction

- Arrive 10 - 15 minutes early
- Check in & find out how to pronounce the interviewer’s name
- Be ready to shake hands
- Wait at the chair to sit - wait until you are offered a seat
- Body Language

Questions

- Prepare a list of questions you think the employer may ask you
- Be prepared for behavioral interviewing type questions
- 5 or more success stories
- Identify strengths that you have and want the organization to know about

Questions

- Analyze the type of position for which you are applying
- Identify examples from your past experience where you demonstrated the skills the organization may be looking for
- Identify 2-3 of your assets that you want to include in your stories

1. Arriving on time is “LATE”
2. Assistant or Administrator is valued employee and they will be asked about you – don’t give them a reason to submerge you
3. Have coat, purse (if applicable), portfolio in left hand in order to shake interviewers hand
4. Don’t run the risk of sitting in interviewers favorite chair
   - If not offered a seat you may politely ask where to sit
5. Body Language
   - Positive – Smile / Hand Shake
   - Negative – Slouching / Taping Feet / Looking out the window
   - Mirror the interviewer

1. Utilize the Job Description
   - Qualifications, Job Duties
2. Behavioral Interviewing
   - Past behavior and performance predicts future behavior and performance
   - Three legged chair- can do, will do, and have done

1. To detect/ pick out desirable characteristics that you think the interviewer may be looking for by researching the company/ job description
   - Research the co: Accounting position: Accounting knowledge/ Team work culture
   - Technical Mgr Trainee position: Tech knowledge, team work, management/ leadership shills
2. Examples from your past
   - Content: Project- success/ failure
   - Function: Communication skill/ management or team work
   - Self-management: Team Player
## Answering Behavioral Questions

- **Tell me about a time when…:**
  - **Context:** Describe specific problem
  - **Factors:** Talk about contributing factors of the problem
  - **Action:** Include the action you took to remedy/solve or deal with the situation.
  - **Result/Outcome:** End the story with the outcome or result of the situation.

### Example

1. **Problem:** Mid-term exam that I needed to do well on in order to do well in a class
2. **Action:** Studied really hard for the exam to make sure I was prepared
3. **Result:** But when I got to the test I was stumped by many of the questions and I made a C on the mid-term versus the A that I expected
   - So, I went and talked to my professor to see how I could better prepare for the next test
4. **Results:** May be positive or negative depending on the question asked
5. **Remember if your story is not a success then be sure to include what you learned from the outcome**

## Keep your answers brief and concise

1. **Be sure to include concrete quantifiable data**
   - Don’t feel it is necessary to talk over silence
2. **Your answer ends when it ends**

## Repeat your key strengths three times

1. **What do you want the interviewer to remember about you after the interview**
   - You have specific technical knowledge
   - You exhibit excellent interpersonal skills
   - You possess leadership potential
Put yourself on their team

1. The employer wants to envision you working for them
   - Committing to get the job done no matter how long it takes, for example

Maintain a conversational flow

1. Give and take
   - Don’t talk over the interviewer

2. Types of Interviewers
   - Targeted
     - Impersonal / Impatient / Abrupt / All business / Cold / To the point
     - Interested in hard data
     - They have a clear purpose
   - All in the family
     - Concerned with the corporate family
     - “We” instead of “I”
     - Our people
     - Will emphasize team skills
   - Thinking person
     - Deliberate
     - Interested in Behaviors
     - Interested in how you will accomplish things
   - Make it easy for me
     - Hardest to deal with
     - Can seem unfocused
     - You must be a good listener and take opportunities to sell your strengths when they arise

Ending the Interview

1. Never end an interview without asking questions
   - This is your opportunity to show the prospective employer your knowledge of the company and the position
2. Don’t leave the interviewer guessing your level of interest in the position or the company

- Ask the questions you prepared for the employer
- Ask them what the next step will be in the process
- Express your interest in the position discussed
- Let them end the interview
- Shake hands and thank them for their time
Following Up

- Send a thank you note
- Call to check in after a few weeks and reiterate your interest in the position and their company

Keep an interview journal

1. Jot down
   - Positives
   - Questions asked
   - Names of interviewers / Dates
   - Opportunities to improve

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