


INTERVIEWING FOR LEADERSHIP

Successful Interviewing



Purpose of the Interview

- Interviews are designed to give the employer the opportunity to see and talk with the applicant.
 - To see if the applicant is a good fit or match for the company.
 - Screen applicants.
-



Things to Remember...

- 55% of first impressions are based on:
 - Body language
 - Smile
 - Direct eye contact
 - 38% of first impressions are based on:
 - Pitch
 - Tone
 - Volume
 - 7% of first impressions are based on actual words
-



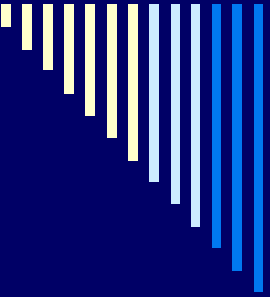
Interviewing Qualities

- Communication skills
 - Confidence
 - Personality
 - Accomplishments
 - Knowledge (career field)
-

Types of Interviews

- Screening (in-person/telephone)
- One-on-One
- Second interview
- Luncheon
- Panel
- Peer Group
- Video





Before the Interview



Before the Interview

□ Questions You should ask yourself:

- Does the company offer the career I am seeking?
 - Does the company provide the financial stability – short and long term?
 - Does the company portray the working environment that I need?
 - Does the company's value align with my values?
-



Before the Interview (cont'd)

- Questions the Employer will want to know:
 - What two or three things are most important to you in a job?
 - What sets you apart from other candidates?
 - What are your long term goals?
 - What are your salary requirements?
-



Before the Interview (cont'd)

- Learn as much about the potential employer
 - Products
 - How long they have been in business
 - Number of employees
 - Subsidiaries
 - Competitors
-



Before the Interview (cont'd)

- Location of interview site.
 - PRACTICE, PRACTICE, PRACTICE.
 - Dress appropriately.
 - Copy of résumé and reference list.
-



Arriving at the Interview



Arriving at the Interview

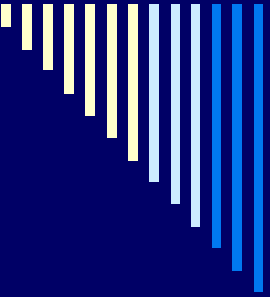
- ❑ Arrive 15 minutes prior to the interview.
 - ❑ Turn off cell phone or pager before entering the building.
 - ❑ Greet the receptionist with the proper information.
 - ❑ Do not chew gum or eat candy.
 - ❑ Have a seat and wait patiently.
 - ❑ Greet the interviewer with a smile and a firm handshake.
-

Application Process

- Fill out the application (completely)
 - Do not leave any spaces blank.
 - Bring information about past employers.
 - Bring list of technical software/hardware equipment you have used.
 - Bring list of references with correct telephone numbers, addresses, and names.
 - Write neatly and clearly.

Millington Community Free District
APPLICATION FOR EMPLOYMENT

NAME	ADDRESS	CITY	STATE	ZIP
PHONE	EDUCATION	WORK HISTORY	REFERENCES	COMMENTS



During the Interview



Interview Etiquette

- ❑ Pronounce interviewer name correctly
 - ❑ When escorted to interview room, stand until offered a seat
 - ❑ Maintain a smile and eye contact when speaking
 - ❑ Show your “ENTHUSIASM”
 - ❑ Remove anything in your hand
 - ❑ Place purse/portfolio underneath chair
 - ❑ Sit up straight and project voice
-



Things to Remember...

- ❑ Organizations hire for **attitude** and train for **skill**. You trade your skill for pay.
 - ❑ Those who talk too much or too little do not get hired.
 - ❑ Employers are seeking to know:
 - You understand the job that needs to be done
 - You know how to do the job
 - You want to do the job (motivated)
 - You will do the job better than someone else
-



The Interview

- Think before you speak and share only information that is relevant to the question.
 - Maintain eye contact.
 - Try to remain calm and focused.
-



Types of Interview Questions

- Fact-based questions
 - Provides factual information about your skills and abilities.

 - Behavior-based questions
 - Reveals your reaction in a particular situation.
-



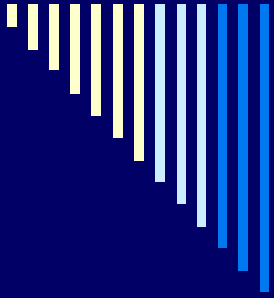
Fact-based Questions

- Tell me about yourself.
 - What do you consider to be your greatest strengths and weaknesses?
 - What motivates you?
 - Why did you choose your field of study?
-



Behavior-based Questions

- Tell me about a situation when you had to deal with a difficult problem.
 - Tell me about a time when you were creative in solving a problem.
 - Describe a situation when you had to take the initiative in getting a job done.
-



After the Interview





Questions you should ask:

- What is a typical day like for this position?
 - What internal professional development programs are available?
 - How will my performance be evaluated and how often are performance reviews given?
-



Questions (cont'd)

- Does the company encourage and support continuing professional education?
 - What advancement opportunities are available for the person who is successful in this position and within what time frame?
-



After the Interview

- Thank the interviewer for their time and consideration.
 - Follow-up with a telephone call to restate your interest in the position.
 - Follow-up with a thank-you note.
-



Remember...

- You are only as confident as you feel.
 - You were selected for the interview based on your qualifications.
 - The better you are prepared to answer the interviewer's questions, the better your chances of getting the job.
-



Ten Top Reasons For Rejection

- ❑ Sloppy resume (errors and quality).
 - ❑ Poor academic record.
 - ❑ Personal appearance.
 - ❑ Lack of confidence.
 - ❑ Lack of courtesy, maturity, or tact.
 - ❑ Lack of interest (no enthusiasm).
 - ❑ Poor grammar or diction.
 - ❑ Too aggressive.
 - ❑ Lack of knowledge in work field.
 - ❑ Chewing gum.
-



Frequently Asked Questions



Questions

- How should I approach the salary question?
 - When is it appropriate to talk about benefits?
 - Should I ask when they will be making a decision?
 - Should I give them a business card?
 - Should I ask the interviewer about his career path?
-



Questions (cont'd)

- Should I let them know I will be attending graduate/law school?
 - Should I ask them for their business card?
 - How should I answer a question that is uncomfortable for me?
 - Is it O.K. to pause before I answer?
-