Pre-Professional Seminar

Fall 2019

**How to Interview Effectively**

The job interview is a **STRATEGIC CONVERSATION WITH A PURPOSE**.

**Your goals:**

* To persuade the employer that you have the skills, background, and ability to do the job.
* To persuade the employer that you can comfortably fit into the organization.
* At the same time, you should be gathering formation about the job to see if it is right for you.

**Remember:** An interview is not an objective process;

it is a highly subjective encounter, so

* personality,
* confidence, count heavily.
* enthusiasm,
* a positive outlook, and
* excellent interpersonal and communication skills

**Develop effective interviewing skills:**

* 1. Design a selective presentation of your background,
  2. Prepare thoughtful answers to interview questions
  3. In advance, research questions about the organization
  4. Prepare a strategy to present yourself.

**Be prepared:**

1. Carefully research the agency
2. Request printed materials
3. Talk with contacts about the organization
4. Contact friends of friends who work there or who know about the job

**The Interview Structure**

* + The Warm-up
  + The Information Exchange
  + The Wrap-up

**Communicating Effectively**

* Speak clearly and enthusiastically
* Listen carefully
* Be positive
* Pay attention to your nonverbal behavior
* Don’t be afraid of short pauses.

**Interview Tips:**

* Present your skills and experiences as they relate to the job described
* Plan to arrive 10 to 15 minutes early
* Carry a portfolio or manila file folder with resume and a list of questions
* If lunch or dinner is part of the interview, brush up on your social skills and prepare to be a part of the meal conversation
* After the interview, write down the names of those you met and any questions you still have
* Follow up with a thank-you letter.

Nonverbal Communication: The Five Most Important Ones

* 1. Eye Contact
  2. Facial Expressions
  3. Posture
  4. Gestures
  5. Space

Winning the Body Language Game

1. Openness and Warmth
2. Confidence
3. Nervousness
4. Untrustworthy/Defensive

**Dressing for Interview Success**

* Conservative
* Neat and clean
* Nice slacks – no jeans
* Nice dress shirts/blouses – no T-shirts or sweatshirts
* Hair tied back
* Limited make-up or none
* No short skirts or dresses
* Polished shoes – no sneakers, sandals, or flipflops
* Limited piercings

**What To Do Before A Job Interview: *Practice***

**The Mock Interview**

* Why do it?
* How to prepare:
* What to bring:
* What to expect:

Remember: The Counseling and Career Center has lots of resources, including mock interviews.

Resources: [www.collegegrad.com](http://www.collegegrad.com) and www.jobtrak.com

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**Possible Interview Questions**

1. Why did you choose the career for which you are preparing?
2. Which is more important to you, the money or the type of job?
3. What do you consider to be your greatest strength and weakness?
4. How would you describe yourself?
5. How do you think a friend or professor who knows you well would describe you?
6. What motivates you to put forth your greatest effort?
7. How has your college experience prepared you for this career?
8. Why should I hire you?
9. What qualifications do you have that make you think that you will be successful in this agency?
10. How do you determine or evaluate success?
11. What do you think it takes to be successful in an agency like ours?
12. In what ways do you think you can make a contribution to our agency?
13. What qualities should a successful manager possess?
14. Describe the relationship that should exist between a supervisor and subordinates.
15. What two or three accomplishments have given you the most satisfaction?
16. Describe your most rewarding college experiences.
17. If you were hiring a graduate for this position, what qualities would you look for?
18. Why did you select Adams State College?
19. What led you to choose your field or major?
20. What college subject did you like best and least? Why?
21. If you could do so, how would you plan your academic study differently? Why?
22. What changes would you make in your college or university?
23. Do you have plans for continued study or an advanced degree?
24. Do you think that your grades are a good indication of your academic achievement?
25. Have you learned anything from participation in extracurricular activities?
26. In what kind of work environment are you most comfortable?
27. How do you work under pressure?
28. What part-time work would you be interested in? Why?
29. How would you describe the ideal job for you following graduation?
30. How did you decide to seek a position with this organization?
31. What two or three things are most important to you in your work?
32. Are you seeking employment in an organization of a certain size?
33. What criteria are you using to evaluate the agency for which you hope to work?
34. What major problems have you encountered and how did you deal with them?
35. What have you learned from your mistakes?
36. What are your long-range and short-term goals and objectives? When and why did you establish these goals and how are you preparing yourself to achieve them?
37. What specific goals, other than those related to your occupation, have you established for yourself for the next 10 years?
38. What do you see yourself doing five years from now?
39. What do you really want to do in life?
40. What are your long-range career objectives?
41. How do you plan to achieve your career goals?
42. What are the most important rewards you expect in your career?
43. Why do you think you might like to live in the community in which our agency is located?
44. Are you willing to spend at least six months as a trainee?
45. Can you tell me about a time that you set out to achieve something and you failed?
46. Can you tell me about a time that you had to work through cultural differences to achieve something?

**Possible Questions to Ask if the Interviewer Asks You:**

**“Do you have any questions for me?”**

1. What type of training is involved? Is the training ongoing?
2. What is the agency’s promotion procedure? How do you fill openings?
3. What growth potential do you see for this job?
4. Why do you like your job?
5. What is the working environment like – is it structured?
6. Are employees given the opportunity for continuing education?
7. How would you define the (your) management philosophy?
8. What will the major duties of this position be?
9. How will my work performance be reviewed and how often
10. How much travel is required?
11. Will relocation be necessary and if so, how often?
12. What is the person who last filled this position doing now?
13. When can I expect to hear from you regarding your decision?

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# Rubric: Interview

Assignment #9: Bring this rubric with you in your folder on the day of your mock interview.

Your interview will be one of the following days: Oct 28, Nov 4, Nov 11, Nov 18

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

5 points each

\_\_\_\_\_ Appropriate dress and presentation of self (things like hair, hats, earrings, make-up)

\_\_\_\_\_ Came with folder of draft resume, set of questions and this rubric.

\_\_\_\_\_ Good hand shake

\_\_\_\_\_ Well prepared to answer the questions (10 points)

\_\_\_\_\_ Maintained good eye contact

\_\_\_\_\_ Good facial expressions

\_\_\_\_\_ Prepared to ask interviewer questions

Total Points: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_