

# **JOB INTERVIEWS**

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## How to Conduct Yourself in an Interview

<p><b>Be on Time</b> Find out when and where the interview will take place, and how to get there. Arrive 10-15 minutes early.</p> <p><b>Be Friendly</b> Greet the interviewer by name, smile and give a firm handshake. Treat secretaries and receptionist in a polite professional manner.</p> <p><b>Show Your Enthusiasm</b> Enthusiasm, energy, and a sense of humor can help create a good impression. Don't be passive or indifferent.</p> <p><b>Dress Properly</b> Dress according to the standards of the organization. It is best to dress on the conservative side. Don't wear faddish clothing, flashy jewelry, strong perfume or cologne.</p> <p><b>Be Positive</b> Keep the atmosphere friendly and pleasant. Don't criticize others, appear intolerant, or put others down to make yourself look good.</p>	<p><b>Maintain Eye Contact</b> Good eye contact with the interviewer is a key to building trust in a relationship.</p> <p><b>Be Aware of Body Language</b> A person's tone of voice, posture, facial expressions, etc. all give clues about his or her feelings and attitudes. Be sensitive to these signals in yourself and others. Don't fidget or slouch. Face the interviewer in a relaxed, open manner.</p> <p><b>Express Yourself</b> Speak clearly and audibly. Use complete sentences, and avoid one-word answers. Don't use slang, ramble, or mumble. Be confident.</p> <p><b>Be Yourself</b> Don't try to change your personality. Give the interviewer a chance to find out that you are a genuine, capable, and sincere individual.</p> <p><b>Be a Good Listener</b> Listen to what the interviewer has to say. Be alert to nonverbal cues indicating when you should start or stop talking. Don't be thinking of your response while the interviewer is still talking.</p>
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**Present Yourself Effectively By Following These Tips**

## **Employers Look for Skills and Personality**

The main purpose of the interview is for the interviewer is to get to know you, the prospective employee. The employer needs to know whether you have the skills and abilities to do a specific job. During the interview process he/she will also try to assess whether you will “fit in” with the particular group of people you would be working with and with the organization in general.

## **Research Potential Employees**

Being well informed is a real advantage during an interview because you can speak directly to the employer’s needs. Before you approach an organization about employment, you should do some basic research about the company’s size, location(s), products, etc. It is also helpful to learn which positions typically become available and what qualifications are required in order to be competitive when applying for them.

Some of this information can be found on company websites. Another good way to obtain information about an organization is to talk with people who work there. Within the community, appropriate contact people can usually be found through family, friends, neighbors, or members of your church.

## **You Are Expected to Be an Expert on Yourself**

For an interview to be successful it is important that you be prepared to talk about yourself. You may not be an expert on any other topic, but when it comes to **yourself**, you need to be. As a matter of fact, if you can’t answer questions about yourself, who can?

Consider your background and be prepared to relate the following general areas to the particular job you will be discussing:

- Personal goals and interests
- Work experience
- Specific skills
- Major achievements and accomplishments
- Knowledge gained through course work

## **Preparing for Interviews**

The following questions are commonly asked during interviews. You can prepare yourself by reviewing these questions and developing reasonable responses to them **before the actual job interview takes place.**

1. Tell me about yourself.
2. Why did you pursue your field of study?
3. What were some of your favorite/least favorite courses?
4. Why are you qualified for this position?
5. Share three adjectives which describe you.
6. What do you think makes you a stronger candidate for this position than the other 40 people that have applied?
7. Give me an example of a work situation you considered stressful.
8. What are your major interests or hobbies?
9. How did you first get interested in your career field?
10. What is your major weakness?
11. Do you have any leadership experience?
12. Why should I hire you?
13. What do you hope to be doing in three to five years?
14. Are you willing to relocate?
15. What are your salary requirements?
16. Why do you want to work for our organization?
17. What qualities do you look for in a good supervisor?
18. What does teamwork mean to you?
19. What would be the ideal job for you? Why?
20. What motivates you to put forth your greatest effort?
21. What obstacles have you encountered, and how did you overcome them?
22. What was your GPA? Is it indicative of your abilities?
23. What do you like to do in your spare time?
24. What have you learned from your mistakes?
25. What two or three accomplishments have given you the most satisfaction? Why?

## **Reasons for Rejection**

1. Insufficient career direction (You don't know where you are going)
2. Failure to project your qualifications (You don't know what you have to offer)
3. Inability to relate your education and experience to the job (You don't know what they need)
4. Late for the interview
5. Need for greater degree of self confidence
6. Lack of interest and enthusiasm
7. Inability to express self clearly
8. Did not ask questions
9. Knew little about organization, what they do, and who their customers are.

