

Knock the Interview Out of the Park!



Congratulations!

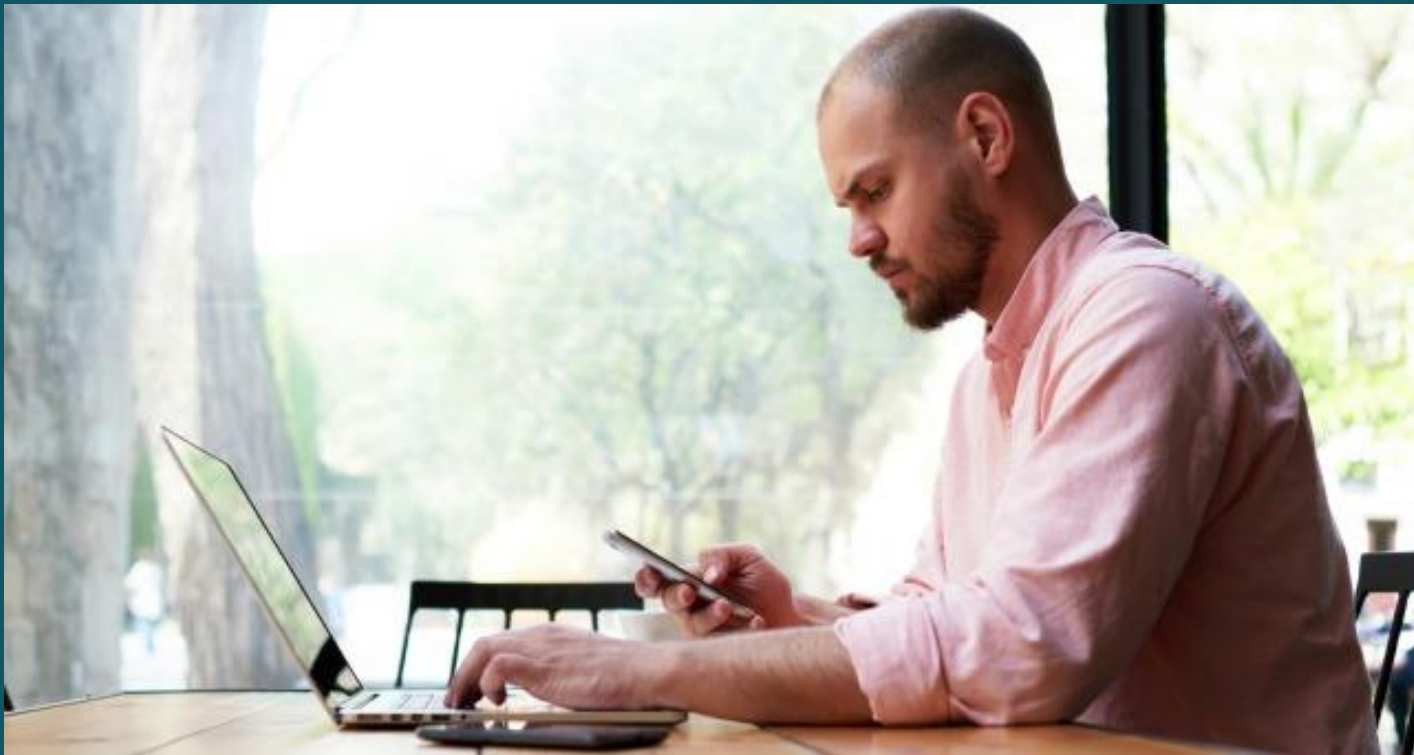
Your hard work paid off and you've landed an interview!

Now, you will benefit from spending several hours preparing to Knock the Interview Out of the Park!

Agenda

- Conducting company research
- Attitude, physical appearance and environmental management
- Questions: theirs and yours
- Practice to build confidence and competence

Research



Company website

- company size, revenue, markets served
- annual report
- backgrounds of key people (check LI profile)
- recent changes
- press releases

LinkedIn advanced search

- people who work at this company
- jobs available at this company
- companies from which this org hires
- schools from which this org recruits
- 2nd and 3rd level connections who may be helpful

- Google search
- Business news sites and magazines
- Others...
 - Facebook, Twitter
 - Glassdoor
 - InformationWeek.com (IT)
 - ConnectVA and GuideStar (Non-profit)
 - ResourceUSA

Attitude, physical appearance and environment management



The interview starts when you get the call

- write everything down
- send an email to confirm details
- visit the site to time the drive

- ▶ Treat every interaction with company representatives as part of the interview
- ▶ Be warm, respectful, and relentlessly positive
- ▶ Absolutely no complaining!

- Use deep breathing to control your nerves
- Enter the interview confident that you have a right to be there
- Greet everyone with your name and a firm handshake
- Make comfortable eye contact
- With a panel, scan the group as you speak



Questions

Technical Questions

- confirm knowledge, skills, abilities
- connect competencies to work experience
- systems, programs, languages, applications
- laws, regulations, requirements

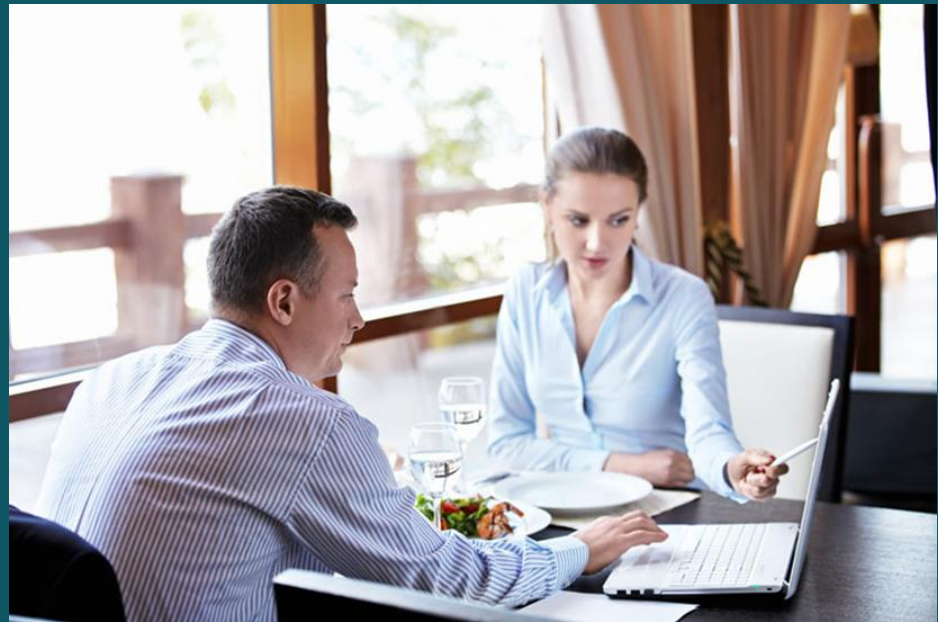
Personal Questions

- Tell me about yourself
- Why did you leave your last job?
- What is your worst trait?
- How many ways can you use a pencil?

Behavior-based questions

- Provide an opportunity for you to show how you dealt with actual situations in the workplace
- Use S.O.A.R. stories to provide specific details that engage the interviewer and create a memorable image

When an interviewer fails to ask a question you really want to answer... answer it anyway!



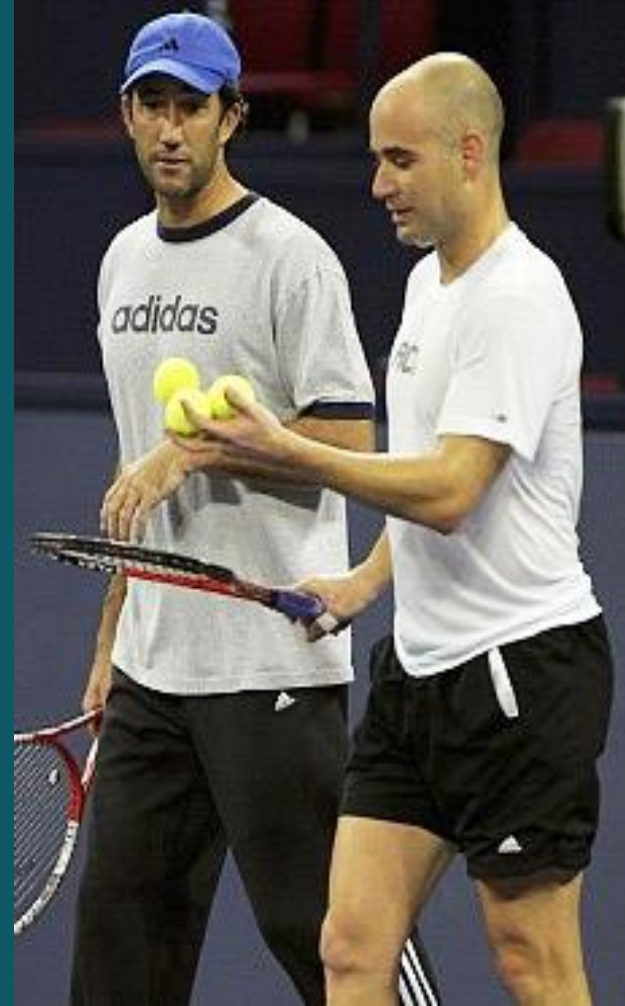
Now It's Your ~~Turn~~ Responsibility...



Questions to Ask Interviewers

- The questions you ask say as much about you as the questions you answer
- Make the questions relevant to the organization and the position
- Refer to information you learned through your research

Practice, Practice, Practice



- ▶ Get into groups of 3 people
 - Interviewer, interviewee and observer
- ▶ Using the questions provided, ask and answer at least 4 questions, including:
 - Why did you leave your last position?
 - What is your biggest weakness?

It's Over!! What Next?



Post Interview Review

- What did you learn about the position / company?
- Did you learn anything that confirmed or changed your interest?
- Challenges and needs of the company/role
- Next steps: thank you note, follow up email
- Your evaluation of the interview

Final Thoughts

- Preparation, Preparation, Preparation
- Learning as much as you can about the organization will help you to craft your stories to the environment
- Be early, breathe deeply, speak slowly
- You are the expert on YOU!

Resources



Complete interview guide

Resources

- Boost Your Interview IQ, Carole Martin
- The Everything Practice Interview Book, Dawn Rosenberg McKay
- Career Services Center at University of Delaware – Interview Preparation (from website)
- Targeted Selection, DDI, Training Program
- Behavioral Interviewing Strategies, Right Management