

THE ART OF THE INTERVIEW

1. What is the purpose of an interview?

Employer's Purpose

- Would you be a motivated employee?
- Can you perform the job?
- Will you fit into the company & job?

Your Purpose

- To sell yourself to an employer and get the job!
- To find out if this is the position that is right for you
- To find out if this company is right for you

2. The 3P's: Prepare, Practice & Perform!

Know yourself:

- Skills- What you can do?
- Interests- What you like to do?
- Values- What is important to you?

Do your homework:

- Be knowledgeable about the industry, company, job & interview situation
- Gather information before you go into the interview

Preparation:

- Prepare to "sell yourself"- know the product- YOU!
- Prepare answers to commonly asked questions
- Practice out loud and with another person

Be organized:

- Know when and where you are going
- Arrive early (at least 15 minutes)
- Take necessary documentation: Resume copies, list of references, and a portfolio when applicable

3. The Night Before...

The Essentials

- Nice notepad/black pen, 5 resumes/cover letters and references on quality paper, professional portfolio or briefcase
- Lay out your interview clothes and make sure everything is pressed and polished
- Be well rested!

4. Appearance

How to Dress for an Interview

- You want an employer's first impression of you to be not just good, but GREAT!
- Make an effort to visit the work place or one similar to see how the workers and supervisors dress
- When going on an interview, it is best to dress similar to the way supervisor dresses

5. General Rules for Everyone

Body Art: No visible tattoos or body piercings.

Jewelry: Keep jewelry minimal.

Hair: Must be clean with natural colors and styles. If you have long hair it should be worn up or pulled back away from the face.

Nails: Should be clean and well-groomed

Colognes/Perfumes: It is important to smell clean, however keep in mind people's sensitivities to fragrances.

Smoking: If you are a smoker, do not smoke right before the interview

Clothes: Need to be clean and PRESSED

6. WOMEN

Suit: Wear a two-piece matched suit. They should be creased and tailored and not too tight. If you wear a skirt, make sure it covers your thighs. It should be at least knee length. Wear hosiery in a nude color or color that matches your suit is preferable

Color: Navy, dark gray and black are safe

Shirt/sweaters: Underneath the suit jacket wear a tailored blouse in white or light color. Make sure the top is not low cut

Jewelry/accessories: Simple and conservative

Cosmetics: Use natural tones for a polished look. Keep it light

Shoes: Leather or fabric/micro fiber. Closed-toe-pumps no matter what's in style. Make certain you can walk comfortably in your shoes

Purse/bag: Keep it small and simple. If it's color it should go with your shoes. Leather portfolio recommended

7. MEN

Suit Colors: Navy blue or darker gray are good

Style and Fit: Stick to a two or three buttoned two piece suit. Suit jackets should fit so that they can be easily buttoned without any real tug marks

Shirt Color: White shirts are the safest and most conservative. Cream almond and pale-blue shirts are also fine as long as they are solid

Tie Color and Size: Wear a tie between 2 ¾ and 3 ½ inches wide. They should have a traditional pattern. No "trendy" ties. Your tie should reach, but not exceed the top of your belt buckle. Do not wear a bow tie to the interview

Shoe Color and Style: Interviewees should wear black or brown leather shoes. Black shoes are easier to coordinate with a belt

Belt: Your belt should always match your shoe color. No large or trendy belt buckles

Socks: Socks should be dark and coordinate with your suit. They should be long enough so that no one can see your leg when you are seated

Jewelry: Watches and wedding rings are universally acceptable for men

Briefcases: A small leather briefcase or portfolio is recommended

Hair: Should be clean and well kept. Shorter hair is generally preferred. Facial hair is discouraged, although groomed mustaches are usually ok

8. During the Interview

First Impressions: Attitude

When you arrive at the interview location, your interview begins!

- Show interest and enthusiasm
- Handshake: Make the first move & extend your hand before and after the interview
- Body language: Use good posture and look the interviewer right in the eye. Never slouch
- Remember to make eye contact & SMILE!

9. Communication Skills

Review you non-verbal skills

- Eye contact: Don't glance
- Facial expression: Smile with your mouth and your eyes
- Posture: Do not sit back and cross your arms. Two feet on the ground and sit up straight. Sit on the edge of the seat
- Voice: Speak up and clearly. You don't want them to ask you to repeat yourself. Clear and concise.
- Gestures: Eyebrows, don't have anything in your hands
- Ask for clarification when necessary

10. Answering Questions

Promote what you can do for them

- Listen before answering
- Make your answers short, no more than a minute
- Use examples instead of speaking in generalities
- Previous employers:
- Be truthful:
- Relate your answers to the job and the company
- Be prepared for difficult questions, sensitive questions to you- script out your answers and practice

11. Answering Questions II

Employers are never allowed to ask questions about:

- Ethnicity
- Sexual orientation
- Religion
- National origin
- Birthplace
- Age
- Disability
- Marital/family status

12. Questions

Questions they may ask you

- Tell me about yourself? (one minute pitch)

-Education, work experience, volunteer work, any extracurricular activity that shows leadership

- Why should we hire you?

-Have 3 examples and refer to your skills list

- What are your greatest strengths? What is your greatest weakness?

-Describe a weakness, but show how you improved

-A weakness that does not apply to your job

- Why did you leave your last job?

-Be positive. Laid off, returned to school, left for better opportunity

- Give me an example of how you have worked effectively as a team member?

-Use example from work if you can or from education

13. Questions to Ask Employer

They will always ask "Do you have any questions for me?"

Always have 3-5 questions prepared

* Would you describe a typical workday for me?

* What training would be provided and what are the goals for this year?

* How soon do you plan to fill this position?

* What is the next step?

Never ask questions about salary, wages, holidays with pay, sick days, and personal days off.

You're looking for a job not a vacation.

14. Take a Bow

- Getting back in touch
- Be sure to get a business card from everyone if possible
- Firm handshake & sincere smile
- Thank the interviewer

15. Thank the Academy

Send "thank you" email after the interview (should be done ASAP):

1. Show your enthusiasm and interest in the position
2. Acknowledge the interviewer's time

16. Sign it. Seal it. Send it.

Email should thank the interviewer for their time, list one of your job related qualities and express your interest. Maybe include one of the topics you most enjoyed talking about in your interview.

*****PROOF READ!** Check spelling and grammar

Overall: It should look professional, be clear and sound sincere.

*It is OK to be nervous, but always remain positive.
Do not doubt your abilities!*

PERSONAL ATTRIBUTES

Analyze situations rapidly	Operations oriented
Bring in-depth technical knowledge	Persuade others
Broad administrative skills	Problem solver
Calm under pressure	Professional
Conscientious	Proven track record of success
Cooperative	Public speaking
Dependable	Reliable
Developed materials	Responsible
Diplomatic in difficult situations	Risk taker
Diversified experience	Self-disciplined
Efficient	Self-starter
Energetic	Set goals, establish controls & follow-up
Enthusiastic	Simplify complex problems
Entrepreneurial	Source of innovative ideas
Ethics and character of the highest caliber	Streamline operations
Fast learner	Taught others
Flexible	Team Player
Fluent in foreign language	Tenacious
Follow instructions well	Thorough
Formulated new policies	Trained others
Formulated policy	Trouble shooter
Friendly	Utilize time management
Gives 100%	Well educated
Good communicator	Work as part of a team
Hardworking	Work independently
Hardworking achiever	Work well independently
Highly organized	Work well under pressure
Motivating	Work well with people

Interview Questions

Tell me about yourself?

What interests you about the position?

How have your educational and work experiences prepared you for this position?

What are your strengths?

What are your short and long term goals?

What is your weakness?

What is your most significant accomplishment?

Why do you want to work here?

Give me an example of a problem you encountered and how you solved it?

Why should we hire you?

Do you have any questions for me?

Do You Have Any Questions For Me?

What does a typical day look like?

What would you like to see accomplished in this job?

What will my duties be in this position?

Can you show me examples of projects I'd be working on?

What are the skills and experiences you're looking for in an ideal candidate?

What attributes does someone need to have in order to be successful in this position?

What are the biggest challenges that someone in this position would face?

Is this a new role that has been created?

What kind of training does your company offer?

THANK YOU SAMPLE LETTER

Christina Sanchez

12280 Rose Avenue, Santa Ana, CA 92888

(715) 988-0000

Christina_Sanchez@gmail.com

October 5, 2018

Ms. Jane Smith
Human Resources Manager
AA International
11213 Main Street
Some Town, CA 91234

Dear Ms. Smith

Thank you for interviewing me on Friday, October 5 for the **Office Manager** position at AA International. The position sounds extremely interesting and I am excited about the opportunity to work for AA International.

After learning more about the position, I believe my clerical training, communication skills, and enthusiastic personality truly qualify me to meet the need of this position. My previous experience as a Receptionist/Administrative Assistant has provided me with management skills including; scheduling, event planning, preparing reports and developing Excel spreadsheets/PowerPoint presentations. I understand your need for administrative support. My excellent organizational skills will help to free you to deal with larger issues.

I am confident that I would be a great asset to your business and I would very much like to be associated with AA International. I look forward to hearing from you about this position.

Sincerely,

Christina Sanchez

Christina Sanchez