



Behavioral Consistency Premise

- The best predictor of *future* behavior or performance is *past* behavior or performance in similar circumstances.
- The more recent the behavior, the better its predictive power.
- The more lasting the behavior, the greater the predictive power.

Prepare Before The Interview



- **Know Yourself!**

- Examine your background to identify job-related capabilities and skills

- **Know the Employer!**

- Study the job to determine possible standards the employer may use in selection.

- **Know the Industry or Field!**

Identify Your Skills

- **Adaptive Skills** describe personality traits and characteristics (*responsible, honest, loyal*).
- **Functional/Transferable Skills** are competencies that enable you to relate or transfer abilities to many situations and tasks (*written communication, decision-making, planning, and organization*).
- **Work Content Skills** are abilities required to perform a specific job (*program in C++*).

Know the Employer

- Relative size in industry
- Number of plants, stores, outlets, etc.
- Organizational structure
- Array of products or services
- Competition
- Position responsibilities
- Structure of training (formal or informal)
- Typical career paths
- Opportunities for professional development
- Recruiter's name

Prepare questions/answers in advance concerning these subjects!

Know the Industry

Analyze Trends that Impact the Industry

S. T. E. P.

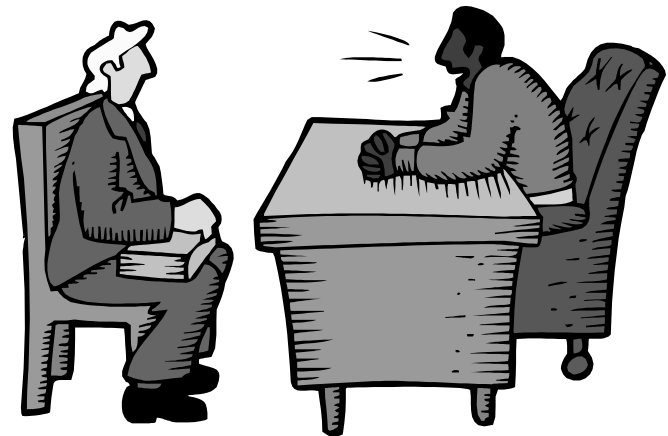
- ***Social***
- ***Technological***
- ***Economic***
- ***Political***

Stages of an Interview

- Icebreaker
- Candidate qualifications and interest in the position
- Organization and position
- Candidate questions
- Close and follow-up procedures

Types of Interviews

- Screening Interviews
- Phone Interviews
- Highly Structured Interviews
- Group/Committee Interviews
- On-Site Interviews



Possible Interview Topics

- Career Objective--Life Goals
- College Preparation
- Job-Related Skills
- Achievements and Accomplishments
- Activities and Leadership Experiences
- Geographical Concerns

During the Interview

- Share information about yourself using examples that demonstrate your *skills, competencies, attitudes, values, and feelings*.
- Use the **SOAR Model** to prove your job-related skills and interest in the position and organization.

Situation

Obstacle

Action

Result



Prove Your Skills

- Present concrete examples/stories.
- Quantify by using data (percentages, volume, frequency).
- Emphasize results (increased profit, improved student scores, solved a problem).
- Link your skills to the job.

Nonverbal Communication

- Never underestimate the power of a firm handshake!
- Eye contact should reflect active listening.
- Alert, relaxed posture is important.
- Voice tone should be warm and well-modulated, and don't be afraid of silence.
- Gestures should be natural and non-distracting.
- Know your nervous habits and control them.

Challenging Interview Questions

- What is your personal situation?
- What are your salary expectations?
- What are your major weaknesses?
- What are your plans for the future?
- Why should I hire you?

Portfolios

- Contain your resume and reference letters.
- Include examples of your work.
- Use in an interview to illustrate your skills and accomplishments.
- Do not leave the original copy of your portfolio with an employer!

After the Interview

- Send thank you correspondence within 48 hours.
- Keep records of follow-up dates and tasks.
- Evaluate your performance.
 - Review and evaluate the information gained about the position and organization in relation to your career objective.
 - Determine your interest in the position.
 - Assess whether you could perform the job based on the evidence you have gathered.

Inappropriate Pre-Employment Inquiries

- Birthplace, nationality or ancestry
- Applicant's gender or marital status
- Race or color
- Religion or religious days observed
- Physical disabilities or handicaps
- Health or medical history
- Pregnancy, birth control or child care

Top Five Reasons for Rejection

Lack of preparation.

Lack of clear goals or direction & inability to clearly express thoughts.

Insufficient evidence of achievement.

Narrow relocation interest



Interview Pitfalls

Lack of company knowledge – 44%

Lack of preparation to discuss career plans and goals – 23%

Limited enthusiasm – 16%

Lack of eye contact – 5%

Difficulty discussing experience – 3%

Late arrival – 2%

What Employers Look For...

1. Communication skills (verbal and written)
2. Honesty/integrity
3. Interpersonal skills (relates well to others)
4. Strong work ethic
5. Teamwork skills (works well w/others)
6. Analytical skills
7. Motivation/Initiative
8. Flexibility/adaptability
9. Computer skills
10. Detail Oriented

Source: *Job Outlook '05*, National Association of Colleges and Employers, Bethlehem, PA

Interviewing Tips

- Be punctual--ten minutes early.
- Demonstrate a positive attitude.
- Think about your responses before speaking.
- Use good posture, clear speech and direct eye contact.
- Emphasize strengths by using concrete examples.
- Keep your questions focused on key responsibilities of the job.
- Summarize your qualifications and interest in the position at the close of the interview.

Questions: Education

- Describe your ideal teaching situation.
- What is your teaching philosophy?
- How would your students describe you?
- What methods of classroom management do you employ? Describe one difficult incident with a student and how you handled it.
- How do you individualize learning in the classroom?
- What did you learn from a failed lesson plan?

Questions: Corporate

- Why should my company be interested in you?
- What are your career goals as you graduate from college?
- How can you contribute to the continued success of this company in the increasing global market?
- Describe your philosophy of customer service.

Questions: Non-profit

- What is your philosophy of service?
- What motivates you, externally or internally, to achieve success in what you do?
- Describe a project that required you to elicit community support.
- Describe your fundraising experience.

Questions You Might Ask

- What characteristics best describe the most successful individuals in this position?
- How would you describe the culture and work environment?
- What are the opportunities for professional development and advancement?
- What is a typical day (assignment) for a _____ in your organization?
- To whom does this position report?
- How will my performance be evaluated?
- What is the length and structure of training?