Preparation for Your Interview

Presented by:
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Make the Right Impression

Research the Company
- Visit the company's website
- Read job listing descriptions
- Study the language
- Find people on LinkedIn
- Join any professional networks they have

What should I wear?
- Last impression: Dress for success
- Wear a suit
- No short skirts
- Be professional and present
- Make sure you have water and a notebook

What should I bring with me?
- A resume
- A list of questions
- Be prepared to talk about yourself
- Shows of accomplishments and achievements
- Some questions for you to ask

Remember to...
- Wear appropriate attire
- Do not arrive too early
- Be prepared with your resume
- Make eye contact and be positive

Basic Dos & Don'ts
- Dress appropriately
- Be on time
- Ask specific questions
- Do not ask questions about salary
- Do not ask questions about benefits
- Do not ask questions about coworkers

Preparation for Your Interview

Receive an offer!

Act, look, feel successful, conduct yourself accordingly, and you will be amazed at the positive results!
Research the Company

- Visit the company's website
- Use UT Library resources
  - http://libguides.utoledo.edu/careerjob/company

Things you need to know:
- The company's products
- Types of customers and competitors
- Principle locations & number of employees
- Sales and profit trends
- Any additional facts!
  - If there is a "press" or "media" tab, read a few of the most recent articles!
What should I wear?

Look professional - *Dress for Success*

- Dress conservatively and comfortably
  - Wear a suit
  - No short skirts
- Be clean, well pressed and matching
  - Maintain "clean-cut" facial hair
- Keep makeup, jewelry, cologne/perfume to a minimum

What should I bring with me?

- A *SMILE* and *positive* attitude
- Knowledge about the company and position
- A leather-bound folder, notebook, portfolio with:
  - Paper and pen/pencil
  - Extra copies of your resume
  - List of references
  - Unofficial/official transcripts
  - List of questions to ask them

Things you need to consider:

- The company
- Types of customers
- Principle location
- Sales and prospects
- Any additional
  - If there is a
    - a few of the
Basic Do's & Don'ts

Elements you should incorporate into your interview techniques:
- Maintain good eye contact and posture
- Smile; be friendly and courteous to everyone
- Have a positive attitude about yourself, past employers, professors, co-workers and the future
- Be attentive and show enthusiasm about the position and organization.

Some things to avoid in an interview:
- Being too short or too lengthy with your answers
- Becoming frustrated or uneasy when asked difficult or stressful questions
- Making derogatory or negative statements about ANYTHING
- Distracting behaviors - Be aware of your body language!
- Discussions regarding politics, religion, company problems, and (during the first interview) salary information, benefits, or relocation assistance
Remember to...

Know where you are going:
- Practice run the day before, if possible
- GPS / google maps address of company
- Extra time for traffic delays or bad weather

Obtain phone number of interviewer in case you are delayed or lost

Plan to arrive 10-15 minutes early!

Turn off your cell phone or leave it in your car (hidden/out of sight)

Be yourself!
Receive an offer!

Practice, Practice, Practice!!!

Look, feel successful, conduct yourself accordingly, and you will be amazed at the positive results!
Practice, Practice, Practice!

• Have a roommate/friend ask you questions
• Video tape your practice interview or use a mirror
• Practice saying positive statements about yourself

Focusing on the Question

Situational Questions
Remember “STAR” when answering!

S - Situation (place or event)
T - Task (assignment, mission, or job)
A - Action (what did you do or not do?)
R - Result (what happened in the end?)
What Questions Will They Ask?

- Tell me about yourself.
- How do you handle conflict?
- What drew you to this industry/field?
- What are your career goals or aspirations?
- Tell me about a situation when you had to make a difficult decision.
- Give an example that showcases your leadership skills.
- What accomplishment are you most proud of and why?
- Why should we hire you for this position? or Why are you the best candidate?
- Why do you wish to work at our company? What do you know about our company?
Develop Your Own Questions to Ask

- What type of person are you looking for to fill this position?
- What will it take to be successful in this position and with the company?
- What do employees like best about the company?
- What is the company culture/environment?
- What are the long-term goals for the company/department?

End of the Interview

- Determine when you will hear from them / What are the next steps?
- Firm handshake and thank the interviewer for their time
- Send thank you card/email within 48 hours
  - Don't forget to ask for contact information at the conclusion of the interview or obtain their business card
Receive an offer!

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Act, look, feel successful, conduct yourself...
THANK YOU!