Interview like a pro!

Presented by:
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The good news

If you have been invited for an interview the employer believes you possess the minimum qualifications necessary to do the job.

The interview is designed to help the employer assess whether you are a “good fit”.

Your reaction
Get focused
STEP 1
Channel your inner puppy!

Live like someone left the gate open!
Your *attitude* is a huge factor!
Clarify your direction

STEP 2
Know what you want

"The man who chases two rabbits catches neither."

Confucius

www.JimPerson.com
Prepare

STEP 3
How to prepare

Know what you offer – strengths/skills/abilities (And how they relate to position/employer!)

Know the position - what the employer wants

Know interview details:
  • Names/titles of interviewer(s)
  • Length/location of interview

Know the employer...
Research the employer

View company **website**
- locations
- products/services
- financial standing/annual revenue

Know **competitors**

Know how position fits w/in **grand scheme**
Types of interviews

- Screening Interview (30-minutes)
- Phone/Skype Interview (30-minutes)
- On-site Interview (2-3 hours)
- Technical Interview
- Stress Interview
- Series Interview (for advanced positions)
- Case Interview
What to wear

What to wear?
What NOT to wear

DON'TS

FRAGRANCE FREE SPACE
For the health and comfort of people with allergies.

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What to bring

- Copies of your resume
- List of references (3)
- Padfolio w/ pen and paper
- Portfolio (examples of your work)
- Breath mints
What NOT to bring

www.shutterstock.com - 537532162
Showtime

STEP 4
Time to bring it!
Interview stages

**Stage 1:** Introduction (2-3 minutes)

**Stage 2:** Q & A

**Stage 3:** Your chance to ask questions (3-5 min.)

**Stage 4:** Closing/wrap-up (2-3 minutes)
Stage 1: Introduction (2-3 min.)

Employers report the decision to hire occurs in the first 30 seconds of meeting a candidate.

* NEWSFLASH *

You have complete control over the impression you make!
Elements of a good first impression

- Attire/Grooming
- Posture
- Handshake
- Eye contact
- Punctuality
- Greeting
First impression in action

- Trimmed Haircut
- Clean Shaved
- Warm Smile
- Feel of Confidence
- Formal Dress
- Firm Handshake
- Correct Body Posture
Stage 2: Q & A
Top 20 skills/qualities employers seek
(National Assoc. of Colleges & Employers Job Outlook 2013)

- Leadership
- Problem solving
- Communication
- Ability to work in a team
- Analytical skills
- Strong work ethic
- Initiative
- Computer/technical
- Detail-oriented

- Flexibility/adaptability
- Interpersonal
- Organizational ability
- Friendly/outgoing
- Strategic planning
- Creativity
- Entrepreneurial skills
- Tactfulness
Behavioral interview questions

S.T.A.R. Technique

S - Situation – setting (time/place), characters

T - Task – What’s the objective/purpose?

A - Action – What steps did you take/why?

R - Result/Reflection - What happened? What did you learn?
Typical interview questions

- Tell me about yourself
- What’s your greatest strength/weakness?
- Why should we hire you?
Stage 3: Your turn to ask questions

Ask open-ended questions:

- Questions about the position
- Questions about the company
- Next steps...
Stage 4: Closing/wrap-up

- Express your gratitude!
- Express your interest
- Gather business cards
- Shake hands
- Make your exit
After the interview

STEP 6
Now what?

- Debrief – write down key points
- Send tailored thank you e-mail(s) (within 24 hours!)
- Reiterate strongest qualifications
- Revisit points/topics you want to clarify
Interview process is a *two-way street*
Tips

- Jot notes
- Be in the moment
- Smile; enjoy the process!
- Take your time; pausing is good
- If you blank out on a question, ask to skip to the next and come back to it
DON’T think “Perfection”
Think “Connection”!
Next steps

STEP 7
To Do list

- Update your resume
- Gather your references
- Schedule a 1:1 practice interview session with the Career Center
Home stretch

Maximize UMBC Career Center’s services!
Parting words of inspiration

“Success is walking from failure to failure with no loss of enthusiasm.”

Winston Churchill
Thank you!

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