

Interviewing Skills



You only have one chance to make a first impression, so make it count!

Humorist Will Roger's famous quote is one of the best observations on being prepared for an interview.



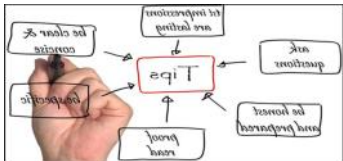
Do you know how you come across to strangers? Are you friendly, sincere, interesting, etc. The internet has several resources with practice interview questions for college or jobs. Have someone you know ask questions as a trial run. You can practice answers looking in a mirror. How is your eye contact, your voice level, gestures? Be critical in your review. The whole idea is get comfortable with the process so you let your best qualities shine through. If you are very nervous, it is acceptable to say, "I am a little nervous." It will help break your tension and interviewers are usually helpful in keeping you focused.

The following interview guidelines are from the Virginia Tech Student Affairs website : <http://www.career.vt.edu/Interviewing/DosDonts.html>

Interview DOs



- Dress appropriately for the Interview (industry); err on the side of being conservative to show you take the interview seriously. Your personal grooming and cleanliness should be impeccable.
- Know the exact time and location of your interview; know how long it takes to get there, park, find a rest room to freshen up, etc.
- Arrive early; 10 minutes prior to the interview start time [or earlier]
- Treat other people you encounter with courtesy and respect. Their opinions of you might be solicited during decisions.
- Offer a firm [handshake](#), make eye contact, and have a friendly expression when you are greeted by your interviewer.
- Listen to be sure you understand your interviewer's name and the correct pronunciation.
- Even when your interviewer gives you a first and last name, call your interviewer by title (Ms., Mr., Dr.) and last name, until invited to do otherwise.
- Maintain good eye contact during the interview.
- Sit still in your seat; avoid fidgeting and slouching.



Interview DOs (cont'd)



- Respond to questions and back up your statements about yourself with specific examples whenever possible.
- Ask for clarification if you don't understand a question.
- Be thorough in your responses, while being concise in your wording.
- Be honest and be yourself — your best professional self. Dishonesty gets discovered and is grounds for withdrawing job offers and for firing. You want a good match between yourself and your employer. If you get hired by acting like someone other than yourself, you and your employer will both be unhappy.
- Treat the interview seriously and as though you are truly interested in the employer and the opportunity presented.
- Exhibit a positive attitude. The interviewer is evaluating you as a potential co-worker. Behave like someone you would want to work with.
- Have intelligent questions prepared to ask the interviewer. Having done your research about the employer in advance, ask questions which you did not find answered in your research.

Interview DON'Ts



- Don't make excuses. Take responsibility for your decisions and your actions.
- Don't make negative comments about previous interviewers, teachers or others.
- Don't falsify application materials or answers to interview questions.
- Don't treat the interview casually, as if you are just shopping around or doing the interview for practice. This is an insult to the interviewer and to the organization.
- Don't give the impression that you are only interested in an organization because of its geographic location.
- Don't make the interviewer guess what you are interested in; it is not the interviewer's job to act as a career advisor to you.
- Don't be unprepared for typical interview questions. You may not be asked all of them in every interview, but being unprepared will not help you.

- Don't go to extremes with your posture; don't slouch, and don't sit rigidly on the edge of your chair.
- Don't assume that a female interviewer is "Mrs." or "Miss." Address her as "Ms." unless told otherwise. (If she has a Ph.D. or other doctoral degree or medical degree, use "Dr. [lastname]" just as you would with a male interviewer. Marital status of anyone, male or female, is irrelevant to the purpose of the interview.
- Don't chew gum or smell like smoke.
- Don't allow your cell phone to sound during the interview. (If it does, apologize quickly and ignore it.) Don't take a cell phone call. Don't look at a text message.
- Don't take pets (an assistance animal is not a pet in this circumstance).

**An
INTERVIEW
is an
important
step
to
SUCCESS**



Do you know how to effectively interview?



If you have any questions, see your college coach,
Liz Neill in the "Gear Up Office" (3110) or
email: elizabeth.neill@madison.kyschools.us