

You're Hired! Interviewing Strategies That Get Results



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Objectives

- **To recognize the importance of preparing for an interview and to be able to identify and understand the necessary pre-interviewing procedures.**
- **To be aware of the appropriate interviewing behaviors and to be able to demonstrate these behaviors effectively.**
- **To understand the necessity of follow-ups and to be able to identify and understand the appropriate post-interviewing procedures.**

Important Key Points

- **Know the dynamics of the interview process.**
- **Refer to the many interview-related resources that are available.**
- **Participate in a Mock Interview program.**
- **Ask a career counselor about interviewing and related job hunting activities that are most appropriate for your personal employment needs.**



Before The Interview...Prepare

- ◉ Know your employer
- ◉ Know yourself
- ◉ Evaluate yourself
- ◉ Study your resume & be familiar with your education
- ◉ Communicate effectively



The Interview

- **Be on Time**
- **Do Not Be Late**
- **Arrive at least 15 minutes early**
- **Most important, if you are late, you will make a bad impression**



Dress



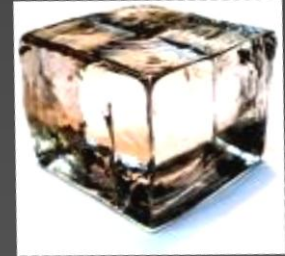
- ◉ Dress as others do in the same occupation
- ◉ Remember: The first impression is a lasting one
- ◉ Women
- ◉ Men

Interview Situation

- **One-to-one contact between you and an employee of the organization**
- **Panel interview**
- **Performance interviewing or in-basket interviewing**
- **Behavioral interviewing**
- **Remember: You need to respond and actively participate in each interview. Don't assume what you have told the first interviewer will be communicated to others in the organization**



Breaking the Ice



- **As stated in the introduction, interviews are unpredictable and no two interviews are alike. A lot depends upon the interviewer for s/he has control and you should respond to that control.**
- **At the beginning of the interview, interviewers usually try to make you as comfortable as possible.**
- **Usually they start off with basic questioning from your resume.**
- **Since this is information that is familiar to you, the interview will become less tense and you should be ready when the interviewer starts to concentrate on specific facts.**

Questioning from the Interviewer

- ◉ What was your career objective when you entered college? What is it now?
- ◉ Why did you change your goals? (If pertinent)
- ◉ How can a job with this organization help you meet your career objectives?
- ◉ What contributions do you see yourself making to our organization?



During the Interview

- ◉ **Be honest**
- ◉ **Be prepared to back up what you say**
- ◉ **Know yourself and review your resume**
- ◉ **Keep good eye contact**



Salary

- **Research the salary in the profession**
- **Look at your own experience and education**
- **Ask others in the field**



Questioning the Applicants

- **If you have done your pre-interviewing research, then you should have prepared some intelligent questions in advance. Some questions you might ask:**
- **What kind of training do you provide? How long is the training period?**
- **What is the normal progression of a trainee over the first few years?**
- **How much travel is involved in this position?**
- **Do you encourage continuing education in the local colleges on a tuition reimbursement basis?**
- **What options do I have in selecting (or accepting) assignments?**
- **What staff development programs are available after the initial training?**

After The Interview

- ◉ Write a follow-up letter
- ◉ Ask for the interviewer's business card and write him/her a letter or follow-up e-mail
- ◉ Make each interview a learning experience
- ◉ As soon as possible after the interview, write down what you have learned





Additional Internet Resources

<http://www.uwp.edu/departments/career.center/jobsearch.cfm>

<http://www.jobinterviewquestions.org/>

<http://www.capital.edu/1214/>

For More Information Regarding Interviewing

**Come visit the Career Center or make an
appointment ♦ 262.595.2452**



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