

ACE THE INTERVIEW

**DeVry University
Office of Career
Management Center**



COMMENTS FROM AN EMPLOYER

- Poor analytical skills
- No idea what they wanted to do
- Couldn't demonstrate transferable skills
- Couldn't answer the questions even after follow-up questions.
- No professional presence
- Lacked confidence
- Rambled in their answers.
- Didn't understand the job
- Poor listening skills
- Late by 50 minutes

PURPOSE OF THE INTERVIEW

- On-campus: Used as a screening device. Results in office visit or no further interest.
- Off-campus: Used as a screening device and/or possibly move to a second interview

GOALS OF THE INTERVIEWER

- Promote organization.
- Gather information about candidate.
- Assess candidate's qualifications match to job requirements.
- Determine candidate's fit in with organization.
- Provide candidate information.

WHAT AN INTERVIEWER LOOKS FOR IN CANDIDATES

- A lot of facts in a short period of time.
- Wants to see what the candidate is like.
- Wants to see what the candidate wants to do.
- Wants to see what the candidate has done.
- Summary evaluation of the candidate.

GOALS OF THE CANDIDATE

- To obtain information **additional info** about the job and the organization.
- To determine whether the job is suitable for you and whether you want the job.
- To communicate important information about yourself.
- To favorably impress the employer for further interviews and/or an office visit.

TWO KEY FACTORS TO SUCCESSFUL INTERVIEWING

- Preparation
- Practice

PREPARING FOR THE INTERVIEW

The Position:

- Know about the position, skills & experience employer is seeking
- Transferable skills you may have?
- Relevant experience (volunteer, projects, consulting work etc.)

Know yourself!

- Education: Be prepared to summarize your entire background and discuss in detail any aspect of it.
- Experience: Knowledge and skills that relate to the position or company values
- Personal traits: What motivates you, personality, and style of work
- Activities: Why? Are you a leader?
- Career Goals: Short-range and long-range. Be realistic!

Research the company

- Know the company's business and/or product
- Know company's core values

CORE VALUES

- Why is this important?
- Companies want to hire people who share the same core values and YOU should be able to give good examples that show your values are consistent with theirs.

CORE VALUE – EXAMPLES

- People: Value people who are driven to take Initiative, Respect each other, and are Team players.
- Integrity: Value people who possess a Positive Attitude, are Trustworthy, and who have the ability to make an Informed Decision.

PRACTICE: The 30-second commercial

- Walk me through your background highlighting your education, experience, skills in 45 seconds to one minute.
- Why this job? Why this company? Why changing careers?

BEHAVIORAL BASED INTERVIEWS

- Requires a candidate to recall and describe a specific situation or event which he or she demonstrated, or failed to demonstrate, a skill critical for success in the position applying or being interviewed for.

WHAT TO EXPECT FROM A BEHAVIORAL BASED INTERVIEW

- A structured interview with set questions, as opposed to a “conversation” style.
- **An interviewer who is evaluating you against a profile.**
- **Specific requests for examples of actual behavior in past situations.**
- Questions with multiple parts.
- Your interviewer to be taking notes.

HOW TO REMEMBER ANSWERING A BEHAVIORAL BASED QUESTION:

- **STAR** technique:
- **S** ituation. Give an example of a situation you were involved in that resulted in a positive outcome.
- **T** ask. Describe the tasks involved in that situation.
- **A** ction. Talk out the various actions in the situation's tasks.
- **R** esults. What results followed due to your actions?

- QUESTIONS TO ASK THE INTERVIEWER
www.workforce.com/section/06/article/23/24/30.html
- BEHAVIORAL BASED INTERVIEW QUESTIONS:
<http://www.hr.msu.edu/HRsite/HiringPostings/Staff/Hiring/Questions/Interview+Questions.htm>

THE DAY OF THE INTERVIEW

- Examine your appearance and dress
- **Bring additional copies of your resume.**
- Be punctual.
- **Walk into the interview room with confidence.**
- Greet the interviewer with his/her surname if known.
- **Shake his/her hand with a smile.**
- Sit upright.
- **Maintain eye contact.**
- Be yourself.
- **Be a good listener.**
- Know the STAR format (situation=tasks-action=results).
- **Talk with energy, pride, honesty and confidence.**
- Do not criticize former employers.
- **Do not leave the interview without knowing the next step in the process** or when you should hear something from the company.

AFTER THE INTERVIEW

- Send thank you note.
- **Write down questions you were given and send them to your career office.**
- This can help in future interviews.

KNOCK OUT FACTORS

- Lack of proper career planning.
- Too much money.
- No real interest.
- Poor personal appearance.
- Inability to express self clearly.
- Ask poor questions.
- Lack of enthusiasm.
- Lack of present/future re-location.