



# Interviewing

October 11, 2013

# Statistics



## First Interview

- 1<sup>st</sup> Impression 60%
- Voice 30%
- Content 10%

## Second Interview

- 1<sup>st</sup> Impression 10%
- Voice 30%
- Content 60%

# Pre-interview Basics



- Know the **company** and their products/services
- Know their **needs** so you can discuss how your strengths can help
- Learn something about the company **culture**
- Find and contact the **decision-maker** or those who influence him or her
- **Plan** every conversation or communication

# Pre-interview Basics



- Practice – practice – practice
  - practice power statements
  - review interview questions
- Be clean and well **groomed**
- Know the **way** to the interview
- Be **early**
- Turn off your **cell phone**

# Beginning the Interview



- Approach the interviewer with **confidence**
- Smile warmly, make **eye contact**, shake hands (*but only after hand has been offered*)
- Use the interviewer's **name** and say it correctly
- Introduce **yourself**
- Find a **connection**/pay a compliment

# Group Interview



If there is more than one person interviewing you,  
make sure you...

learn who the **leader** is  
and **focus** on the leader,  
but make **eye contact** with  
everyone on every question.

# Interviewing Etiquette



- Let the interviewer **sit down** first (*wait to be invited to sit down*)
- Be aware of own body language including **posture** and **facial expressions**
  - do not lean back in chair
  - give good eye contact, nod and show interest
  - do not let **hands** and **feet** be a distraction
  - do not chew **gum**/candy
- If offered water or a soda, take it
- Avoid nervous habits like saying “**umm**”

# Interview Signals



- *Tell me about yourself.*
  - use Me in 30 Seconds
- *What is your biggest weakness?*
  - give example of a weakness that you have developed into a strength
- *What is your greatest strength?*
  - opportunity to give a power statement (strength example, result)



# Closing the Interview



- Make direct **eye contact** as you say good-bye
- **Smile** and **shake hands** again
- Call the interviewer by **name**
- **Thank** them for their **time** interviewing you
- Express your **interest** in the job
- Ask for a **time** when you can **follow-up**