

# Interviewing Skills I

An interview is a two-way process. Both the interviewer and the interviewee will gather and clarify information about each other, and each will form opinions and impressions about the other based on personal interaction.

What are Employer's looking for?

The study showed how the top ten attributes in the employers' ranking indicate they are searching for basic "value system" attributes that are more enduring in nature

Interview Preparation:

- Know Yourself: Spend considerable time thinking about your interests and skills that are relevant to the specific job/position. You may even want to write down a list.
- Know the Organization: Learn about the organization's products, services, mission statements, locations etc. before the interview. Most interviewers expect you to be thoroughly familiar with the organization.

First Impressions and Interviewing Basics:

- Be Properly Dressed.
  - A suit is appropriate for both male and female
  - Generally, colors such as dark blue or various shades of gray are considered most appropriate, although camel and beige are acceptable during the summer.
  - Other colors for women also include dark brown, dark maroon, and medium blue.
  - Fabric patterns such as solids, tweeds, muted plaids, and closely spaced pinstripes create the most professional look.
  - For men, white, tailored cotton shirts are best – ties are a must!
  - Women commonly wear tailored shirts or blouses in white, off-white, or pastel colors.
  - For men, dark, over the calf socks and lace-up or slip-on shoes in brown, black, or cordovan are the best choices
  - For women, a basic medium pump in a color that complements the suit is recommended.
  - Distracting jewelry, nail polish, make-up, or perfume should be avoided.
- Be Punctual
  - NEVER BE LATE FOR AN INTERVIEW!!!
  - Try to arrive early enough to allow time to check your appearance, collect your thoughts, etc.
  - If for some reason you will be late, be certain to call ahead.
- Properly Greet Your Interviewer
  - Greet your interviewer with a smile, a firm handshake, and direct eye contact

- The interview will normally begin with a social comment about the weather or such to put you at ease. Expect it and react in a normal, cordial fashion.
- Be sure to note your interviewer's name and use it during the interview
- Bring Appropriate Material
  - Always carry extra copies of your resume to the interview
  - You may want to bring along of a copy of your academic transcript or a typewritten listing of your courses you have completed
  - If appropriate (as in the case of advertising, art, or education), bring a portfolio containing samples or illustrations of your work
  - Bring a typewritten list of your references which indicates their names, titles, addresses, and telephone numbers
  - You may also want to carry a pen and paper along to make notes following the interview, particularly about your impressions and about any requests the employer made that need your action. DO NOT take notes during the interview; devote your attention to the interviewer.
  - Additionally, it is generally best to refrain from referring to notes during the interview