

INTERVIEWING: A MODEL TO ANSWER ANY QUESTION YOU COULD FACE

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WHAT WE'LL COVER:

- PREPARING BEFORE THE INTERVIEW
- ARRIVING TO THE INTERVIEW
- CONDUCTING YOURSELF DURING THE INTERVIEW, I.E. NONVERBAL COMMUNICATION
- ANSWERING QUESTIONS
- ASKING QUESTIONS
- ENDING THE INTERVIEW
- FOLLOWING UP

PREPARING FOR THE INTERVIEW

- YOU NEED TO KNOW TWO THINGS:
 - 1. YOURSELF
 - 2. THEM
- UNDERSTAND YOURSELF IN TERMS OF PERSONALITY, VALUES, PRINCIPLES, HABITS
- UNDERSTAND YOUR RÉSUMÉ AND APPLICATION
- UNDERSTAND THEM: THE POSITION, THE COMPANY'S CULTURE, ETC
- UNDERSTAND THE INTERVIEW FORMAT AND WHO THE INTERVIEWERS ARE – ASK!

ARRIVING TO THE INTERVIEW

- 30 MINUTES BEFORE THE INTERVIEW
- DRIVE THERE AHEAD OF TIME IF YOU NEED TO
- LEAVE YOUR PHONE IN THE CAR!
- YOU ARE INTERVIEWING AS SOON AS YOU EXIT YOUR VEHICLE – EVERYONE YOU SEE AND MEET IS ON THE INTERVIEW
- LOOK AROUND WHILE YOU ARE WAITING; BE OBSERVANT

NON-VERBAL COMMUNICATION

- DRESS PROFESSIONALLY (SHOES MATTER)
- NAME TAG!
- FIRM HANDSHAKE AND STRONG SMILE
- EXCELLENT EYE CONTACT
- POSTURE MATTERS

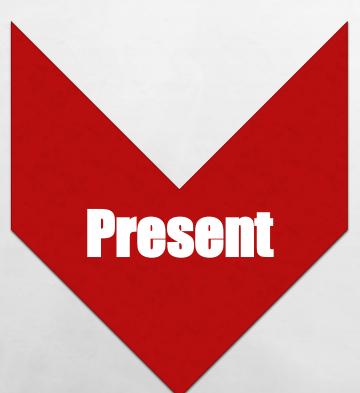
HOW TO ANSWER EVERY QUESTION: A THREE STEP APPROACH



Cite a specific example

- Pause and think
- Specific is key!
- Give enough context to paint a picture

HOW TO ANSWER EVERY QUESTION: A THREE STEP APPROACH



Analyze the example

- Explain what you were thinking
- Explain how you performed
- Share the outcome

HOW TO ANSWER EVERY QUESTION: A THREE STEP APPROACH



Connect it to them

- Show how it will help in the position
- Connect it to the company's mission
- Be specific

SO WHAT ABOUT THE QUESTIONS?

- TELL ME ABOUT YOURSELF
- BEHAVIORAL BASED INTERVIEWING
- CAREER GOALS, 3-5 YEARS
- POSSIBLE INDUSTRY/TECH SPECIFIC QUESTIONS

QUESTIONS TO ASK THEM

- 3-5 QUESTIONS; WRITE THEM DOWN AND BRING THEM WITH YOU!
- ABOUT WHAT YOU CAN OFFER, NOT WHAT YOU GET!

HOW DO WE END THE INTERVIEW AND FOLLOW UP?

WHAT DO YOU WANT?!

- THE FIRST, OBVIOUS THING TO DO AT THE END OF THE INTERVIEW IS TO THANK THE INTERVIEWER
- THE SECOND, LESS OBVIOUS, BUT EQUALLY IMPORTANT THING TO DO IS ASK FOR THE JOB!
- YES, YOU CAN DO THIS: "THANK YOU VERY MUCH FOR YOUR TIME TODAY IN THIS INTERVIEW. I THINK I COULD BE AN EXCELLENT (INSERT JOB TITLE HERE) AND WOULD BE HONORED TO BE OFFERED THIS OPPORTUNITY."

YOU MAY HAVE LEFT THE BUILDING, BUT THE INTERVIEW ISN'T OVER!

- YOUR INTERVIEW ONLY ENDS AFTER YOU'VE SENT YOUR INTERVIEWER A THANK YOU NOTE!
- YOUR FIRST STEP IS TO GET A BUSINESS CARD BEFORE LEAVING
- YOU WILL THEN SEND A PROFESSIONAL EMAIL THANKING THE INTERVIEWER AND RE-ASKING FOR THE POSITION
- YOU WILL FINALLY SEND A SHORT, HAND-WRITTEN, NOTE AS WELL. THIS IS PROVEN TO MAKE A DIFFERENCE WITH RECRUITERS!

THE PRACTICE INTERVIEW

- YOU WILL DRESS AS YOU WOULD FOR THE REAL THING
- I WILL ASK QUESTIONS FOR ABOUT 20 MINUTES
- IT WILL BE VIDEO RECORDED
- WE WILL DEBRIEF IMMEDIATELY FOLLOWING
- I WILL BE LOOKING TO SEE HOW WELL YOU UTILIZED THE PAST, PRESENT, FUTURE MODEL
- SIGN UP FOR THE PRACTICE THROUGH HANDSHAKE YOU WILL NEED THE FULL HOUR, SO SELECT BACK TO BACK APPT. TIMES

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