“Besides getting several paper cuts in the same day or receiving the news that someone in your family has betrayed you to your enemies, one of the most unpleasant experiences in life is a job interview.”

-Lemony Snicket
Shift in Thinking

100 Résumés → Target
Practice → Research
Q&A → Solution
Thank you → Close
Wait → Offer
Interview → Meeting
Interviewing Essentials

Q. What have interviewers always been looking for?

A. The best candidate for the job!
Common Types of Interviews

- Phone interview
- Skype interview
- Resume interview
- Behavioral interview
- Case interview
- Sequential interview
- Test interview

Applying for a job at IKEA

Make a chair and take a seat.
Interview Phases

1. General preparation
2. Targeted preparation
3. Presentation
4. Follow-up
5. Assessment & improvement
Interview Phase 1: General Preparation

General preparation means thinking about:

- References
- Writing samples
- Other materials (articles, GP/Eco-E Project briefs, etc.)
- Portfolio/Pen/Business cards/Resumes/References
- Attire – options
Interview Phase 1: General Preparation

Attire: know your audience!

What to wear?

This guide demonstrates acceptable Business Professional and Business Casual Attire for your upcoming career events.

NOTE: For Interviews, always choose Business Professional attire.
Targeted preparation entails:

- Knowing the company and position
- Understanding what benefit(s) you offer
- Thinking of success stories and talking points
- Organizing your Situation/Obstacle, Action, Results
- Developing an attention-to-detail mindset
Interview Phase 3: Targeted Preparation

To best prepare for the interview:

- Agenda – know what to expect
- “No-Nonsense” checklist
- Type of interview
- Be prepared for anything!

“You’ve got to be careful if you don’t know where you’re going because you might not get there.” – Yogi Berra
Interview Phase 4: Presentation

Opening the interview

- First impression
- “Halo” effect
- Before seated
- Handshake
- Appearance
- Rapport
Interview Phase 4: Presentation

Questions...
- Types of questions
- Behavioral interviewing
- S.O.A.R.

...And answers
- Specific (#, %, examples)
- Unique (7 languages)
- “With it” (Listen, Chapman)
- Go beyond
- Flexibility

“I had a job interview at an insurance company once and the lady asked me, ‘Where do you see yourself in 5 years?’ and I said, ‘Celebrating the 5th year anniversary of you asking me that question.’ ” — Mitch Hedberg
Interview Phase 4: Presentation

Give them the facts:

“I communicate well.”

Vs.

“I have presented to audiences ranging as small as 10 people to as many as 250 people at client and staff meetings, as well as conferences and professional association events.”

“I am very organized.”

Vs.

“As part of the Net Impact Student Chapter, I have organized events for students and professionals at local venues, and I have been involved in all phases of the planning, from inviting guests to managing RSVPs to overseeing the event implementation.”
Tell me about yourself.

What are your weaknesses?

What are your goals?

Why do you want to work here?
Describe a situation where you took a risk.

Tell me about a time when you made a mistake.

Describe a time when you had to deal with a difficult coworker or customer. How did you handle the situation?
Interview Phase 4: Presentation

At the end of the interview, questions to ask:

- Meeting (listening/interest)
- Non-threatening
- Positive/Sells yourself
- Interest/Commitment/Knowledge
- About interviewer
- Books – Lists
- Time – # of questions (4/10)
Interview Phase 4: Presentation

Ask for the job. Summarize worth. Additional materials.
Interview Phase 5: Follow-Up

Send a thank you note:
- Address additional qualifications/concerns
- Additional information/materials
- Checking in without checking in
- Know the timeline
- Reinforce your interest

Use the 3-hook approach
Interview Phase 6: Assessment

Ask yourself:

- Was I uncomfortable?
- Was there a good match?
- What questions did I struggle with?
- Did I get invited back?
- Did I get an offer? (Follow-up no matter what!)
- How can I get objective feedback?
- What should I change?
How Interviewers Know to Hire You in 90 Seconds

According to TheUndercoverRecruiter.com:

- 33% of bosses know within the first 90 seconds of an interview whether they will hire someone
- Having little to no knowledge of the company is the most common mistake made during interviews
- 67% of bosses say that failure to make eye contact is a common nonverbal mistake interviewees make
- When meeting new people, 55% of the impact comes from the way the person dresses, acts and walks through the door
- 65% of bosses indicate that clothes could be a deciding factor between two almost-identical candidates
- The number one question most likely to be asked is, “Tell me about yourself”
- The number one most common mistake at a job interview is failing to ask for the job
Useful Tips/Reminders

- Each stage
- Notes/Notebook
- Portfolio
- Feedback
- Silence
- Arrival time
- Control outcome
- H.R.
- Mini-interviews
- References
- Humor
- Stress interview
- Salary
- Names
- Eye contact
- Feedback
- Mimic
- Personal
- Seating
- In touch/With-It
- Nervous
Relax and Be Yourself

- How do you relax?
- See mistakes as opportunities
- Make it fun
- Prepare, prepare, prepare!
- Develop a routine – what works for you?
- Exercise (or yoga, music, meditation, etc.)
- Break the ice early
- Take the focus off of you; it’s about what you can do for the company; it is something greater than you!
- Know that there are many opportunities and you are very qualified for a number of jobs
- Simplify things
Any questions?