INTERVIEWING
PREPARATION
OVERVIEW

- Self-Assessment
- Preparation
- Types of Interviews
- Interview Content
KNOW YOURSELF

Self-Assessment

Identify your strengths and weaknesses
Know your personality type
Evaluate your accomplishments, skills and qualifications
Review your education and experience
Assess your technology skills
Imagine you are an employer! What are 5-6 personal characteristics that you would want in an employee?
SIX REASONS YOU’LL GET THE JOB

1. Presentation (Image)
2. Attitude (Personality)
3. Dependability (Trust)
4. Motivation (Loyalty)
5. Ability (Aptitude)
6. Network (Contacts)

FOUR WAYS TO PROVE IT

- **Facts**: it is hard to argue with facts
- **Stories**: paints a picture in the employer’s mind
- **Credible References**: the fastest and easiest way in the door
- **Demonstration**: show them the quality of your work

PREPARATION

Be Aware of common interview questions

Prepare questions for the employer

Practice questions for the employer

Plan your outfit

Employer Research: Research, Learn, Know, Explore

Trial Run of interview day

Organize materials for the interview
Do your homework

Research the company (website, Facebook)
Learn about their products and services
Know their history, mission statement, goals and current events
Explore their culture, the dress code, and management
COMMON INTERVIEW QUESTIONS

- Do you have any questions for us?
- Tell me about yourself...
- What are your strengths and weaknesses?
- Where do you see yourself in 5 years?
- Why should We hire you?
- Tell me how you handled a difficult situation...
- What is your experience working with a diverse population?
QUESTIONS TO ASK EMPLOYERS

- Can you tell me a few specific responsibilities of the position?
- Do you generally promote from within the organization when possible?
- What qualities do you think are the most important for this position?
- What is your hiring timeline?

- What does your company do?
- What is the salary?
- Can I work from home?
- What are the benefits?
- How soon will I be promoted?
- How much vacation time will I get?
- Do you drug test?
PRACTICE INTERVIEWING

Mock Interview
Call the Career Center to schedule a mock interview

Practice
Practice with friends and family

Rehearse
Rehearse in front of a mirror

Watch examples
View videos of actual interviews online
TRIAL RUN

Know where you are going
Print directions, don’t rely on navigation systems

Logistics
Drive to your interview site a few days before the interview

Parking
Establish where to park

Traffic
Be aware of traffic and give yourself ample time to travel
ORGANIZE YOUR MATERIALS

Remember to bring:

- Extra copies of your resume
- Reference list
- List of questions for employer
- Portfolio, if you have one
- Pen and notepaper
- Driver’s License for identification
PLAN YOUR WARDROBE

Tips for your interview look

• Know the culture of the company (formal or casual)
• Make sure your clothing fits properly (not too tight, nor oversized)
• Don’t overdo perfume/cologne, makeup, jewelry, nail polish
• Be aware how employers may perceive piercings and tattoos
• Neatly groomed hair
TYPES OF INTERVIEWS

**In-Person Interview**
- Arrive early
- Be prepared for a group interview

**Telephone Interview**
- Minimize distractions (children, pets, TV)
- Prepare materials as if you were meeting in person
- Reliable phone connection, battery life

**Group Interview**
- Expect anything!
- Panel Interview
- Candidate Group
- Peer Group

**Video Conference**
- Skype
- Dress as if you are interviewing in-person
- Minimize distractions
- Practice using technology before the interview
THE INTERVIEW

Non-verbal communication
- Eye contact
- Handshake
- Posture
- No fidgeting

Attitude
- Be assertive and enthusiastic
- Avoid negative comments about yourself or past employers

Honesty
Always be honest and accurate
These are questions that employers, by law, cannot ask you. Know that you are not obligated to answer questions related to:

- Age
- Marital Status
- Ethnicity (race)
- Your personal health (including mental illness)
- Sexual preference
- Whether or not you have disabilities
- Your religion
- If you are pregnant or planning to become pregnant
- Your arrest record

(An interviewer can only ask if you have ever been convicted of a crime, they cannot ask you what for or how many times)
END ON A POSITIVE NOTE

Always end on a positive note
- Thank the employer for their time
- Reiterate your interest in the position
- Add any details you might have forgotten
- Obtain business cards or correct spelling of the names of all who interviewed you
FOLLOW-UP AFTER THE INTERVIEW

Within 24 hours
Write a thank you note to all who interviewed you
• Email a thank you note
• Send a hand-written thank you note

After one week
• If you have not heard from the employer you can follow up with a phone call
• Request a return phone call
• Don’t stalk them!
RESOURCES

Baltimore Business Journal
O*Net
The Muse
CCBC Career Pinterest
CONTACT

Career counselors
are available to help you!

CCBC Career Centers
CCBC Catonsville    SSRV Suite 166    443-840-4435
CCBC Dundalk        SSRV Suite 102    443-840-3131
CCBC Essex          SSRV Suite 103    443-840-1732