INTERVIEWING TECHNIQUES

Career Development and Counseling Services
www.ccbcmd.edu/employment/online

Strategies For Success
KNOW YOURSELF

Self-Assessment

- Review your strengths and weaknesses
- Review your accomplishments, skills and qualifications
- Review your education and experience
RESEARCH THE EMPLOYER

• DO YOUR HOMEWORK
  • Research, Research, Research
  • Research the company
  • Learn about their products and services
  • Learn about their history and mission
  • Learn about their culture, the dress code, management whenever possible
Top 10 Personal Characteristics Employers Seek in Job Candidates

- Communication Skills
- Motivation/Initiative
- Honesty/Integrity
- Self-Confidence
- Flexibility
- Interpersonal Skills
- Strong Work Ethic
- Teamwork Skills
- Leadership Skills
- Enthusiasm

- National Association of Colleges and Employers (NACE)
PREPARATION

- Practice, Rehearse, Review
- Plan your wardrobe
- Know where you are going
- Prepare questions
- Organize what to bring
THE INTERVIEW

- Be aware of nonverbal communication
- Be assertive and enthusiastic
- Always be honest and accurate
- Avoid negative comments about yourself or past employers
- Give a firm handshake and maintain good eye contact
FREQUENTLY ASKED QUESTIONS

- What do you know about our company, its products or services?
- Tell me about yourself
- Where do you see yourself in 5 (or 10) years
- Why should we hire you?
- Can you describe several strengths and weaknesses
BEHAVIOR-BASED INTERVIEWS

- Describe how you might deal with a difficult co-worker or supervisor
- Describe how you handle multiple tasks
- Describe how you respond to criticism from a classmate, a professor or a co-worker
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?
- Who would be supervising the candidate?
DO NOT ASK

- What is the salary?
- What are the benefits?
- How soon will I be promoted?
- How much vacation time will I get?
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
- Write a thank you note to all who interviewed you and send it within 48 hours of your interview
Job Interview Checklist

- I can list 5 things about myself that make me a good candidate
- I can discuss in detail each item on my resume or job application
- I can list the skills and experience that qualify me for this job
- I have the training and education that qualify me for this job
- If I am asked for references, I have the names and phone numbers of at least 3 individuals who have agreed to be my reference. I have contacted these references to let them know they might be called.
- I am dressed properly for the interview
- I have directions and have made transportation arrangements so I can arrive to the interview at least 10 minutes early
- I have prepared some questions to ask the interviewer
- Whenever possible, find out the name of the person who will be conducting the interview.
ADDITIONAL INFORMATION

EMPLOYER RESEARCH
www.wetfeet.com
www.salary.com
http://baltimore.bizjournals.com/baltimore
http://online.onetcenter.org

GENERAL INFORMATION
www.collegegrad.com
www.quintcareers.com
www.jobweb.com
www.rileyguide.com
Contact Information for Career Development and Counseling Services

Locations:
Catonsville – K-209K  443-840-4435
Dundalk -          A-100  443-840-3131
Essex -            A-260  443-840-1732

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