



Effective Interviews

Tips & What to Expect



What is an interview?

A formal meeting where someone is asked questions in order to see if they are fit for a job or a school. If you are interviewed for a particular job or school, you will be asked questions about yourself.

What to expect:

- You will likely be called before to set up a date for the interview, either by the interviewer or a secretary.
- Interviews usually take place at an office, a coffee shop, over the phone, or even over Skype.
- Interviews usually begin with the interviewer introducing themselves, and then will ask you to introduce yourself, and why you are interested in the job.
- You will then be asked several questions about yourself, and your experience.

Before the Interview:

- Be prepared! Research the company, organization, or school you are interviewing for.
 - What are their values?
 - What is their mission statement?
 - Who works there?
 - What does the position entail?
- Create a list of your strengths and weaknesses.
- Review common interview questions for the position or school.
- Make sure your resume is up to date, and print a copy of it to take with you.
- Employers/admissions for schools may look at you social media! Keep your social media presentable at all times, as if a recruiter is looking at it

Strengths & Weaknesses:

Strengths:

- Align your personal strengths with the skills needed for the position.
 - Example: If a job offer lists that the job requires attention to detail, mention that attention to detail is a strength of yours during the interview.

Weaknesses:

- Be honest but positive. End with how you are working on improving.
 - Example: I make sure my work is perfect, and spend too much time checking on it, but I've created a good system to balance my time.

34 CRUCIAL TIPS FOR YOUR NEXT JOB INTERVIEW



COMMON NONVERBAL MISTAKES MADE DURING JOB INTERVIEWS

67%



Fail to make eye contact

47%



Have little knowledge of the company

38%



Don't smile

33%



Have bad posture

33%



Fidget too much

26%



Have a weak handshake

21%



Play with their hair or touch their face

21%



Cross their arms over their chest

9%



Use too many hand



In a survey of more than 2,000 hiring managers, 33% claimed to know whether or not they would hire someone within 90 seconds.

STATISTICS SHOW THAT FIRST IMPRESSIONS ARE DETERMINED BY:

55%



The way you dress, act, and walk through the door

38%



The quality of your voice, grammar, and confidence

7%



The words you choose to say

THINGS THAT HAVE AN IMPACT ON FIRST IMPRESSIONS

70%

of employers claim they don't want applicants to be **overly fashionable or trendy**

65%

of hiring managers say clothes can be the **deciding factor** between two similar candidates

BRIGHTLY-COLORED CLOTHING IS BAD



Play with their hair or touch their face

21%



Cross their arms over their chest

9%



Use too many hand gestures



BRIGHTLY-COLORED CLOTHING IS BAD



TOP 10 MOST COMMON INTERVIEW MISTAKES

- Over-explaining why you lost your last job
- Conveying that you're not over losing your last job
- Lacking humor, warmth or personality
- Not showing enough interest or enthusiasm
- Inadequate research about a potential employer
- Concentrating too much on what you want
- Trying to be all things to all people
- "Winging" the interview
- Failing to set yourself apart from other candidates
- Failing to ask for the job

4 QUESTIONS MOST LIKELY TO BE ASKED

- What was your experience like at...?
- Why do you want to work for us?
- What do you know about our company?
- Why did you leave your previous job?

4 MOST IMPORTANT INTERVIEW TIPS

- Learn about the organization
- Have a specific position in mind that you'd like to fill
- Review your qualifications for the job
- Be ready to briefly describe related experience



Most common questions: Be confident & practice before the interview

- “Tell me about yourself”
- “What has been your biggest accomplishment so far?”
- “What makes you qualified for this position?”/ “Why should we hire you?”
- “Where do you see yourself in 5 years?”
- “What are your expectations for this job?”/ “What do you want to gain from this position?”
- “Do you have any questions for me?”
 - Prepare a question before, or use something they said to ask them! This shows interest.

Some Final Tips:

- **Arrive to your interview about 15 minutes before.** Make sure you know how long it'll take you to get there and how you will be getting there beforehand.
- **First impressions matter.**
 - Wear wrinkle-free clothing.
 - Business casual is usually sufficient for most interviews.
 - Have clean nails.
 - Don't wear excessive cologne or makeup.
 - Bring a notebook/notepad to take notes during interview.

Final Tips (Cont.):

- **Greet the interviewer with a firm handshake, and thank them for their time.**
If there is a receptionist or secretary, also greet them and make small talk in hopes they will tell their boss they like you.
- **Turn your phone off or put it on silent, do not look at it during the interview.**
- **Sit up straight, look them in the eyes, be excited, and show enthusiasm.**

College Interviews:

Chance to meet with someone who represents the college. It is a way to show your interest in the college, and to build a connection with people who are there.

College interview questions:

- **About your fit with the college:** They want to see if you're really interested.
 - Why do you want to attend this college? What can you contribute to the college?
 - How to answer:
 - Research the college.
 - Talk about what you have learned about the school and why you feel it is the right place for you.
 - Mention your extracurriculars or achievements to show how you can fit in or what you can add.

College interview questions:

- **Questions about your personality:** to see how you speak about yourself.
 - What three words describe you? Strengths and weaknesses?
 - How to answer: Give examples, talk about how you've used your strength, and discuss how you are improving your weaknesses.
- **Questions about activities, goals, and your interests:** help get to know you!
 - What are your hobbies? How do you spend your free time? What is the most rewarding activity you're involved in?
 - How to answer: Be sincere and be yourself. Why do you love these hobbies? What can you do with them in the future? If you have a major in mind, mention it.

College interview questions:

- **Random Questions:** Interviewers sometimes try and catch you off guard and ask something to better get to know your personality. These questions could be anything.
- **Examples:**
 - If you could have dinner with one person alive or dead who would it be? Why?
 - If you had a thousand dollars to give away, what would do with it?
 - If you could change one thing about your school, what would it be?
 - What do you think about the ----- (current political debate or discussion)?
- **Stay up to date on current events. Show your values in these questions.**

Final Tips:

- Be yourself!
- Have a conversation, interviewers can tell when you have answers memorized.
- Show interest in the college and the interviewer.
- Ask the interviewer about their time in the college.
- Ask questions!
 - Ask about the school, housing, majors, etc. Show your interest.
- Don't answer questions based on what you think they want to hear. Be yourself.
- Be prepared, do your research, and practice with friends and family.