

Job Interviews

ENG 112

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*Turn up your sound and make sure you listen to every slide of the presentation!



Objectives

- ☑ Understand the concept & purpose of the interview
- ☑ Learn how to prepare for your interview
- ☑ Develop strategies and techniques for a good interview



The three most important things you should do before your interview:



1. PREPARE!

2. PREPARE!

3. PREPARE!



Definition of Interview

- ☑ Any face-to-face contact with anyone who has the authority to hire or supervise a person with your skills. They may or may not have a job opening at the time you interview with them.



Before the Interview

- ☑ Research the employer
- ☑ Find out what the job responsibilities are
- ☑ Find out and record where, when, and with whom you will interview with
- ☑ Prepare a resume



Why spend time finding out about the employer/job?



- ☑ Your goal is to show the employer why you are the best person for the job
- ☑ Relate your strengths and experience to the job



First Impressions

- ☒ Your Resume
- ☒ Your Application
- ☒ Your Clothes & Appearance
- ☒ Your Body Language



Face to Face

- ☒ The Dirty Dozen - Interview Questions
- ☒ Questions MUST be job related
- ☒ You say you can do the job - Prove It!!



How do I prove I can do the job?

- | | |
|--|--|
| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Employers want concrete examples <input checked="" type="checkbox"/> Identify your skills: adaptive, transferable, and job-related <input checked="" type="checkbox"/> Present a good "story" <input checked="" type="checkbox"/> Use data - numbers, volume, %, etc. | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Emphasize results: what happened as a result of your skills/efforts? <input checked="" type="checkbox"/> Link up what you're good at to how you can help the employer out in this job |
|--|--|



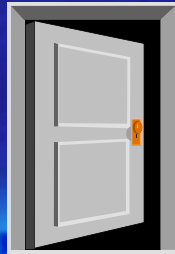
What is the employer looking for?

- ☑ Job skills and portable skills
- ☑ Flexibility
- ☑ Dependability
- ☑ Teamwork
- ☑ Productivity
- ☑ Creative Thinking and Problem Solving
- ☑ Organizational Skills and Leadership Skills
- ☑ Communication/Customer Service
- ☑ Ability to continuously learn



Closing the Interview

- ☑ Review your strengths
- ☑ Ask questions
- ☑ The Call-Back



Follow-up



- ☑ Send a Thank You
- ☑ Call back in a few weeks
- ☑ Get a second interview



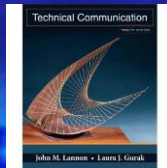
Don't Give Up

- ☑ It takes time and persistence to reach your goal
- ☑ Consider every interview a learning experience



See Chapters 17 + 18

- For more detailed information about job interviews, cover letters, and resumes, carefully read and annotate chapters 17 + 18 in your textbook before creating your own documents!



End