The Interview Event

95% of employers will require interviews as a part of the selection process.

An effective interview ranks at the top of the list of reasons for hiring.

Stages of an interview:

Forming a first impression - introductory stage, establishing rapport.

- If an employer receives a bad impression in the first five minutes, 90% of the time the person is not hired.
- If an employer receives a favorable impression, 75% of the time the person is offered a position.
- Appearance communicates a great deal. Dress appropriately & in a manner consistent with your chosen image. This may determine up to 80% of the interviewer’s initial opinion.
- Greet the interviewer by name (if known). Make sure you pronounce it correctly.
- Shake hands firmly.
- Wait until a chair is offered before sitting. If none is offered, inquire, “Where would you like me to sit?”
- Get comfortable at the interview by making “small talk” if necessary.
- Sit attentively & maintain posture & good eye contact.
- Don’t chew gum or candy.

Answering questions . . .
the other 20-25 minutes that will determine your status in the selection process.

Hints:

- Find out what qualities & skills they are looking for.
- Research the company or organization ahead of time & know details of their operation.
- Always communicate positive information
- Pick & choose what is pertinent especially when responding to open-ended questions. Do not ramble!
- Be honest.
- Communicate non-verbally. Remember your non-verbal messages can reinforce or contradict your verbal messages. Use good eye contact. Smile often. Look comfortable.
- Handle your anxiety. Prepare thoroughly. Practice. Keep the interview in perspective.
- Listen well. Focus on the content of the message. Keep an open mind. Ignore distractions.

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Prepare for:

- Careful listening & direct answers.
- Ongoing evaluation of your fit with the organization.
- Surprise questions. Every interview has one. Make sure you can respond to, “Tell me about yourself” or “Why should I hire you?” questions.
- Illegal & inappropriate questions.
- Selling yourself. This is no time to be shy.
- Salary discussion. Know the minimum you can accept as well as what is reasonable to request.
- Asking questions of the interviewer.

After the interview:

- Follow-up is necessary. **Send thank-you letters** to all involved & all responsible for setting up the interview.
- Make sure you understand about reimbursements for travel expenses (when appropriate) & you access needed forms prior to departure.