The job interview can make or break a hiring decision.
Before the interview

- Learn as much as you can about the employer
- “Dress for success”
- Practice interview questions
- Get a good night’s sleep and don’t forget to eat before your appointment
- Bring several copies of your resume and a list of references
- Arrive early
- Turn off cell phone
During the interview

- Individual vs. panel interviews
- Listen carefully
- Show interest & enthusiasm
- Give examples of your skills
- Keep answers positive
- Don’t ramble
- Ask 3-4 questions at the end
- Ask for a business card
Body Language

Good body language shows you're confident, focused and interested. It shows that you're being truthful, honest and trustworthy.

Body language includes:

- The way you shake your interviewer's hand
- The way you smile at them when you walk in
- The way you sit down in your chair
- Your posture throughout the whole interview
- The amount of time you maintain eye contact with your interviewer
- The ways you use facial expressions and hand gestures
- The final handshake and smile on ending the interview
- The way you leave the interview room and building
What can you be asked?

- Tell me about yourself?
- What are your strengths?
- What are your weaknesses?
- Why do you want to work here?
- Tell me about your employment history
- What about your education?
- Talk about a problem you solved
- Where do you see yourself in 5 years?
- What is your best quality?
Behavioral Interview Questions

- What would you do if...?
- Tell me about a time when...?
- How did you solve a problem?
- How would you respond to this situation?
Handling Illegal Questions

Employers should not ask about any of the following, because to not hire a candidate because of any one of them is discriminatory:

- Race
- Color
- Sex
- Religion
- National origin
- Birthplace
- Age
- Disability
- Marital/family status

- You can answer the question.
- You can refuse to answer.
- You can ask how the question is relevant to the position?
What can you ask?

- Is travel required?
- Who will I be reporting to?
- How long has the job been vacant?
- How will my performance be evaluated?
- If hired, when would you want me to start?
- Why is this a good company to work for?
What You Should Not Ask

- How much does this job pay?
- What are the benefits?
After the interview

- Ask, “What happens next?”
- Will there be a second round?
- Tell them you want the job.
- Thank the interviewer(s).
- Ten Day Rule: Follow up in 10 days with a phone call or e-mail.
- Send a thank-you note.
Office of Career Development

- We provide help with career decision-making, resume and cover letter writing, job search resources and...
- **Interview Practice!**
- We are located on the second floor of the Mendenhall Building.
- **Hours:** Mon & Tues, 8am-6pm
  Wed & Thurs, 8am-5pm
  Fri, 8am-12pm
- Call 336.249.8186 ext. 6245
Questions ?????