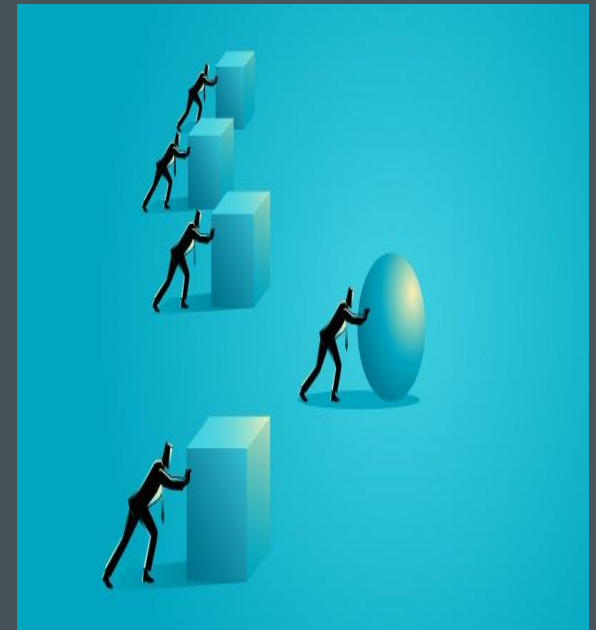




# JOB INTERVIEW

## SKILLS & TECHNIQUES



## What to Wear at an Internship:

### Men's Edition



A fun tie matches well with a basic shirt. Likewise, keep it simple with an elaborate or colorful shirt



You can't go wrong with a neatly pressed button-down shirt



The dress code is more casual at an internship but you still have to look put together. Make sure all clothes are wrinkle-free!

## What to Wear:

### TO AN INTERVIEW



BEAUTYSETS

## What to Wear at an Interview:

### Men's Edition



Match dress shoes to the color of your overall outfit.



At an interview your aim is to look clean-cut and professional



Keep your outfit neat and uniform. You don't want the interviewer to be focused on your clothes rather than you.

## WHAT TO WEAR

- BE PROFESSIONAL BUT BE COMFORTABLE

-MAKE SURE YOUR ATTIRE FITS THE JOB

# ENTER AND EXIT INTERVIEW



## **A Job Interview > Online or In-Person:**

Before jumping ship to a new company, you inevitably need to test the waters during the **job interview**.

The **purpose** of an **interview** is twofold: It shows the employer what you can do for the company, and it gives you an opportunity to assess whether your qualifications and career ambitions align with the position.

An **Job Exit Interview** is a meeting conducted at the end of an individual's employment. It may be conducted with the human resources department. This interview is typically held in order to learn more about the reason the employee is leaving and what the employee liked or disliked about their job. Exit interviews are often used to help improve a company or organization and reduce their employee turnover.



# RESEARCH IS IMPERATIVE!

**RESEARCH or KNOW those companies that appeal to you** and appear to be a great fit. If you don't know about the company or if you don't really want to work there, it typically shows in a conversation. If you are excited about the potential of working for the company and you have clearly done your research that will make you extremely appealing and different from the rest!

**Go online and do a little research on the company before the interview.** You do not have to memorize a ton of facts, but it is important to have a good idea of what the company does, how it makes money, and the details of the job for which they are applying. **If the job is at a restaurant or store, visiting in advance to get a feel for the atmosphere is a good idea.** I suggest that you practice interview questions with references to what the company does, if appropriate.

**For example,** you could slip in “I saw on your website that you are launching *a new product* next month. It looks really cool. Will I have the opportunity to work with this product?”

## BEFORE THE INTERVIEW

### 1. RESEARCH THE COMPANY

47% of hiring managers have eliminated candidates after an interview because they had little to no knowledge of the company.



## DEVELOP A RESUME THAT STANDS OUT FROM THE REST



### **Include a summary statement**

Decide on a resume format

### **Pay attention to technical & grammatical details**

List your achievements and activities

### **Focus & list your education and skills**

List any internships

### **Include any extracurricular activities or volunteer work**

### **Bring a copy of your resume to every interview.**

Have a copy of your resume with you when you go to every interview. If the interviewer has misplaced his or her copy, you'll save a lot of time (and embarrassment on the interviewer's part) if you can just pull your extra copy out and hand it over.

**Know your resume.** Nothing will irritate an interviewer more than a candidate who reads their resume or has to refer to it frequently. Those actions imply that the resume is untrue or misleading because, otherwise, you should be able to talk about it from memory.

Try to know your resume inside and out so that you can highlight your positive qualities or experience!

## How to write a CV

Your chances of getting the job you want often begin with an impressive Curriculum Vitae (CV) - one that stands out from all the others. In keeping with our commitment to helping you achieve your career objectives, Kelly Services presents some important tips on how to write a CV to get you noticed.

### PERSONAL INFORMATION.

- Include your full name and address, followed by your telephone number.
- List your work number or email address only if you're certain you want a prospective employer to contact you at work. Otherwise, be certain to have an answering machine or voicemail at your home telephone in case you're not available.

### OBJECTIVE.

- Your career objective is often the focal point of your CV. Make sure it relates directly to your experience, accomplishments and to the job for which you are applying.
- You may want to have a few versions of your CV on hand, with different objectives that support the type of position you're seeking.

### WORK EXPERIENCE.

- Include your title or position, the company name/location and dates of employment.
- Use strong action verbs that describe your responsibilities and accomplishments.

### EDUCATION.

- List your most recent educational experience first.
- Include the name of the institution you attended, the degree you earned, your major and date of graduation.
- Special commendations or awards should also be listed here.

### OTHER INFORMATION.

- Use this area if you want to include information that doesn't fit into the categories above, such as professional certifications, special interests, skills or activities.
- For example, a multilingual person may want to include this information if it pertains to the position he/she is pursuing.

### REFERENCES.

- Indicate on your CV that references are available upon request.
- Be sure to have a list of references to provide a prospective employer, and always ask permission before listing someone as a reference.
- Choose three references and include their name, title, employer, business and home telephone numbers.

## ERIC R. DANIELS

2017 East "A" Street  
Torrington, Wyoming 82240  
(307) 532-4171

**EMPLOYMENT OBJECTIVE** Seeking a full-time position assisting a veterinarian, working primarily with small animals.

**EDUCATION** 1995-98 Torrington High School, Torrington, Wyoming.

**EXPERIENCE** 1996-97 **Volunteer** (summer)  
Huntley Animal Shelter, Huntley, Wyoming.  
\* Cleaned cages and fed animals.  
\* Exercised animals.

1996 **Biology Class Assistant**  
Torrington High School, Torrington, Wyoming.  
\* Cleaned cages and fed laboratory rats.

1992-96 **Member**  
Torrington 4-H, Torrington, Wyoming.  
\* Raised rabbits and sheep for show at fairs.

**REFERENCES** Kit T. Katt, Manager, Huntley Animal Shelter,  
Huntley, Wyoming 82218.  
Telephone: (307) 555-6369

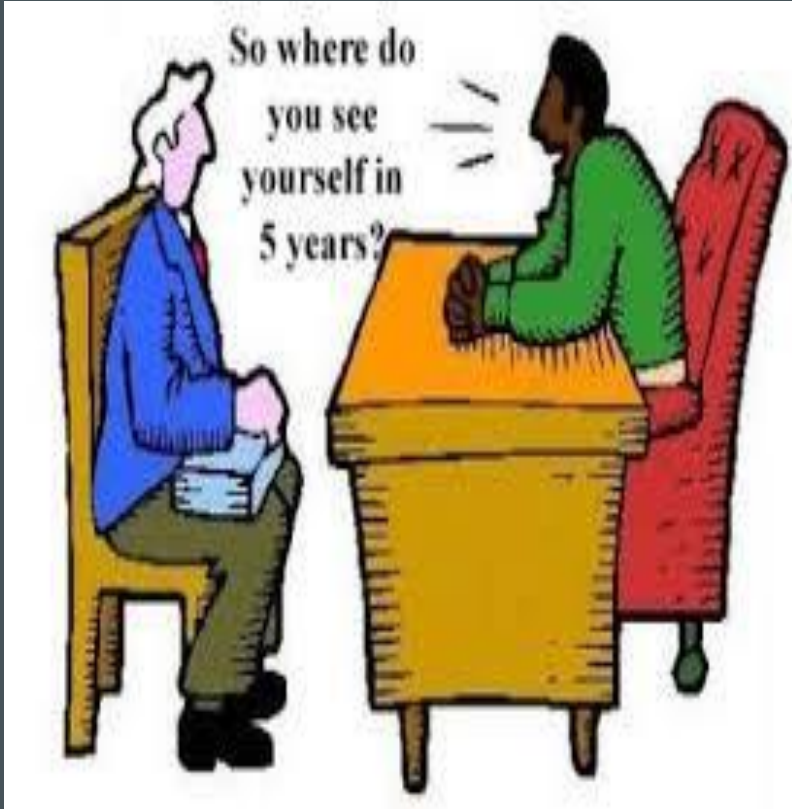
Bay O. Wolff, Instructor, Torrington High School,  
Torrington, Wyoming 82240.  
Telephone: (307) 555-3647

## SCORE SUCCESS IN THE FIRST 5 MINUETS!



- Some studies indicate that interviewers make up their minds about candidates in the first five minutes of the interview – and then spend the rest of the interview looking for things to confirm that decision!
- So what can you do in those five minutes to get through the gate? Come in with **energy** and **enthusiasm**, and **express your appreciation for the interviewer's time**. (Remember: She may be seeing a lot of other candidates that day and may be tired from the flight in. So bring in that energy!)
- Also, **start off with a positive comment about the company** – something like, "I've really been looking forward to this meeting [not "interview"]. I think [the company] is doing great work in [a particular field or project], and I'm really excited by the prospect of being able to contribute."

## CLARIFY YOUR SELLING POINTS GET READY FOR QUESTIONS!



**Develop a couple of questions for the interviewer beforehand** Many interviewers consider this an important statement on the potential employee because it demonstrates the candidate's real interest.

### **Some questions you could ask are:**

What makes an ideal candidate for this job?

How could I best prepare for the job before I start?

When do you plan to make a hiring decision for this position?

What hours are available (or expected) for this position?

### **Anticipate the interviewer's concerns and reservations**

There are always more candidates for positions than there are openings. So **interviewers look for ways to screen people out**. Put yourself in their shoes and ask yourself why they might not want to hire you. Then prepare your defense: "I know you may be thinking that I might not be the best fit for this position because [their reservation]. But you should know that [reason the interviewer shouldn't be overly concerned]."

### **Some questions you may be asked are:**

What made you apply for this job?

What are your strengths and weaknesses

Why should we hire you?

Tell me about yourself...Your interests?

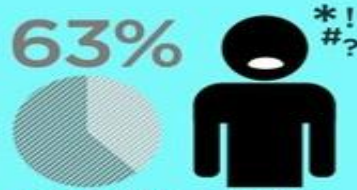


# SIX MOST COMMON INTERVIEW BLUNDERS

IF YOU HAVE EVER HAD TO TELL YOURSELF "I CAN'T BELIEVE THEY JUST DID THAT!" YOU'RE NOT ALONE. HERE ARE THE NUMBERS ON THE MOST COMMON MISTAKES AND HOW MANY HR MANAGERS HAVE ENCOUNTERED THEM DURING INTERVIEWS!



TALKING WHILE CHEWING GUM



DISSING THEIR PREVIOUS JOB



APPEARING ARROGANT



APPEARING DISINTERESTED



WEARING THE WRONG ATTIRE



ANSWERING A PHONE CALL

SOURCES: CAREERBUILDER.COM

tribehr

# Think positive!!

& Avoid Crucial Mistakes....

No one likes a complainer, so **don't dwell on negative experiences during an interview!**

Even if the interviewer asks you point blank, "What courses have you liked least?" or "What did you like least about that previous job?" don't answer the question wrong!!!!.

Or more specifically, don't answer it as it's been asked. Instead, say something like, "*Well, actually I've found something about all of my classes that I've liked*".

For example:

*"Although I found (history class) to be very tough, I liked the fact that [positive point about the class: it challenged me]"*

*or "I liked [a previous job] quite a bit, although now I know that I really want to engage in [new job/company]."*



## Close on a Positive Note!

If a salesman came to you online or in person and demonstrated a product, then thanked you for your time and left / walked out the door, what did they do wrong?

*They didn't ask you to buy it!*

If you get to the end of an interview and think you'd really like that job, ask for it! Tell the interviewer that you'd really, really like the job – that you were excited about it before the interview and are even more excited now, and that you're convinced you'd like to work there.

If there are two equally good candidates at the end of the search – you and someone else – the interviewer will think you're more likely to accept the offer, and thus may be more inclined to make an offer to you.





## Send a quick **Thank-You note.**

**Write a thank-you note after every interview!**

Type each note on paper or send them by email, depending on the interviewers' preferences.

Customize your notes by referring specifically to what you and the interviewer discussed; for example, "I was particularly excited about [or interested by, or glad to hear] what you said about

Handwritten notes *might* be better if you're thanking a personal contact for helping you in your job search, or if the company you're interviewing with is based in Europe. **Whatever method you choose, notes should be sent within 48 hours of the interview.**