



# Interviewing

*Tips for Success*

# First Impressions

The first words you speak count

It is a pleasure meeting with you

Thank you for for scheduling this time to meet

Walk with vigor and show confidence

People who walk 10% faster than they normally do are perceived as getting more done



# Dress for Success

From head to toe should reflect impeccable grooming. Your hair, collar, tie/scarf and other accessories should be a reflection of the quality person you are.

It is a fact of life that we do “judge books by their covers.” To be marketable in business today, your image is as important as what you know. You must “fit in.”

# Image Tips for Men

## Suits

Invest in a conservative color (navy or gray).

Jacket and trousers should coordinate.

Check for proper fit.

Best investment; worsted wool or wool gabardine

Do the wrinkle test

## Shirts

Long sleeve white shirt is the best option

A light blue is an alternative

Shirts in 100% cotton are a good investment

Have it professionally ironed for the interview

**(cont.)**

## Belts and Shoes

Leather belts in black and burgundy to match your shoes are good investments

Wing-tips portray a more conservative image than tassel loafers

Wear socks that cover you calf and match your trouser

## Ties

The smaller the pattern, the more authority you will project.

Use a power color (yellow or red) in the pattern

The tip of the tie should barely touch the top of your belt buckle

The knot should be small

# Image Tips for Women

## Suits

Navy, gray, taupe and black are all good suit colors to invest in when building a wardrobe

Skirts should be no shorter than 2 inches above the knee

Worsted wool is the best

## Dresses

Suits show more authority but a dress is a second option

Conservative colors are best

No shorter than 2 inches above the knee

Wrinkle free fabric is best

Keep with classic styles

# Accessories

- Shoes should be darker than the suit and be at least a one inch heel
- Hosiery should be skin tone
- Keep accessories to a minimum
- Hair should be away from your face
- Make-up should look natural
- Choose one; handbag or briefcase not both

# Image Tips for All

- Keep it conservative
- Do not wear cologne or perfume
- It feels like a uniform because it is a uniform
- Be aware of all details (the shine on your shoes, nail polish chips, etc)



# Body Image

Use good posture

Give a firm handshake (regardless of sex)

Lean forward while listening and answering questions

Hands above board

Make eye contact



# Voice Image

Speak with confidence

Speak clearly and concisely

Project your voice so that you are heard

# Be Prepared

You should have a briefcase or portfolio containing the following:

A note pad

Two erasable pens

Extra resumes and reference sheets

Letters of recommendation (if applicable)

Educational transcripts

Work samples (if applicable)

Special note for women- extra hosiery

# Interview Checklist

Arrive 15 minutes early

Dress should be appropriate

Know the interviewer's name and pronunciation

Extend a warm greeting and handshake

Wait to be asked to have a seat

Good eye contact

Enthusiasm

Knowledge of the company, industry, and position

Ready to answer and ask questions



# Central Themes of Questions

Suitability

Credibility

Capability

Compatibility

Affordability

# How will the questions be asked?

Straight forward

Problem solving

Don't find the "right answer" - show them you know the right way to come up with the answer

- *Listen to what is being asked*
- *Ask clarifying questions*
- *Respond by first explaining how you'd gather the data needed to make an informed decision*
- *Discuss how you'd use that data to generate options*
- *Finally, based on the data, the available options, and your understanding of the open position explain your recommendation*

# Questions

## Behavior based questions

Behavior is the best predictor of future performances

- *Don't tell a story that will hurt you*
- *If you don't understand a question, clarify*
- *Explain what you hoped to show from your story*
- *Ask for feedback*
- *Don't be intimidated*

## Unrelated questions

Make your best to make it related

- *Who would you want with you if you were stranded on a deserted island?*
  - A boat builder thus showing your resourcefulness

# How Do You Formulate Your Answers?

**S:** situation

**T:** task

**A:** action

**R:** result



# Interview Types

Screening interviews

Sequential interviews

Group interviews

Stress interviews (take control)

Performance interviews (show case your skills)

Testing

Computer assisted interviews

Mealtime interviews

Out-of-town interviews



# Handling negatives or objections

Be positive - never complain

Recognize stereotypes and biases

Stress your strengths

Use examples that show your reasons and motivations - avoid yes or no answers

The underlying question is always “why should I hire you” - give them reason



## Discussing a weakness

Discuss a negative which is not related to the job

Discuss a negative an employer already knows, but make up for it in another way

Discuss a negative you have improved on

Discuss a negative that can become a positive

# Illegal Questions

Most employers are familiar with the laws regarding what questions they can ask and what they can not ask.

If you feel a question is inappropriate, don't get upset and refuse to answer. Ask the question "Can you tell me how that pertains to the job" in a polite and respectful way



# Asking Questions

You should have questions prepared. It is your chance to interview the interviewer.

Don't ask questions that can be readily found on company brochures.

Ask questions that will directly affect you or shows your interest in the companies success.

# The Close

Thank them for their time

Restate your interests and strengths

Ask what type of follow-up you should expect

Send thank-you notes to each interviewer



**Questions??**

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