The Job Interview

Presented by
HCC Career Centers
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
• You say you can do the job - Prove It!!
Proof You Can Do The Job

- Employers want concrete examples
- Identify your skills: adaptive, transferable, and job-related
- Present a good “story”
- Use data - numbers, volume, %, etc.

- Emphasize results: what happened as a result of your skills/efforts?
- 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 transferable/adaptable skills
• Flexibility
• Dependability
• Teamwork
• Productivity
• Creative Thinking and Problem Solving
• Organizational Skills & Leadership Skills
• Communication/Customer Service
• Ability to continuously learn
Closing the Interview

- Reiterate your strengths
- Ask questions
- Ask when you may expect a decision
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