



# Job Interviewing 101

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<http://www.rtlibrary.org/jobinterview.pdf>

# Workshop Objectives

You will learn how to

- Prepare for a job interview
- Present a positive image
- Persuade with answers that tell stories
- Persuade with engaging questions
- Persuade with timely follow-up

# Congratulations!

In this program, you will learn the 4 P's of successful job interviewing:

1. Preparation
2. Presentation
3. Persuasion
4. Practice

# Identify your Selling Points

*Why the Pre-workshop worksheet?*

To identify key job-related skills

***These are your Interview Talking Points***

- Describe what you did
- Describe the results
- Describe what you learned
- Link learning to job you want



# Do Research Before the Interview on

- Yourself online

The Facebook logo, consisting of the word "facebook" in white lowercase letters on a dark blue rectangular background.

- The company



- Your interviewers
- The type of interview to expect
- Directions to the interview

# Types of Job Interviews



# Interview Types by Purpose

## Screening

- Face to Face
  - One-on-one
  - Group
- Telephone
- Video
- Electronic

## Selection/Hiring

- One-on-one
- Panel
- Group
- Sequential
- Serial

## Informational

# Interview Types by Style

<b>Traditional</b>	Experience, Strengths, Goals
Behavioral	Describe a time when...(examples)
<b>Structured</b>	Asks list of questions on form
Stress	Upset interviewee for response
<b>Competency</b>	Skills assessment interview

# Dress to Impress

- First impressions are key (Roger Ailes)
- Classic business attire
- Dress one level up
- Head to toe checklist



*Activity: Select best and worst-dressed applicants*

# Positive First Impression Checklist



- Neat hairstyle
- Sparse perfume
- Solid color, conservative suit
- Silk blouse/ white shirt
- Neatly trimmed nails
- Limited accessories
- Professional shoes
- Portfolio or briefcase





## Interview Day Checklist

Be 10-15 minutes early and bring...

- ✓ Extra resumes and business cards
- ✓ List of references
- ✓ Map, address & directions
- ✓ Company contact & job information
- ✓ Breath mints, tissues, pad, pen, mirror
- ✓ Picture ID for security

# Interview Etiquette 1

- Be Friendly & busy in waiting room
- Firm Handshake
- Make Eye contact
- Smile
- Sit only when invited
- Good posture



## Interview Etiquette 2

- Be ready for small talk
- Speak but don't interrupt
- Be mindful of body language
- Curb annoying verbal behaviors  
*you know, like, um*

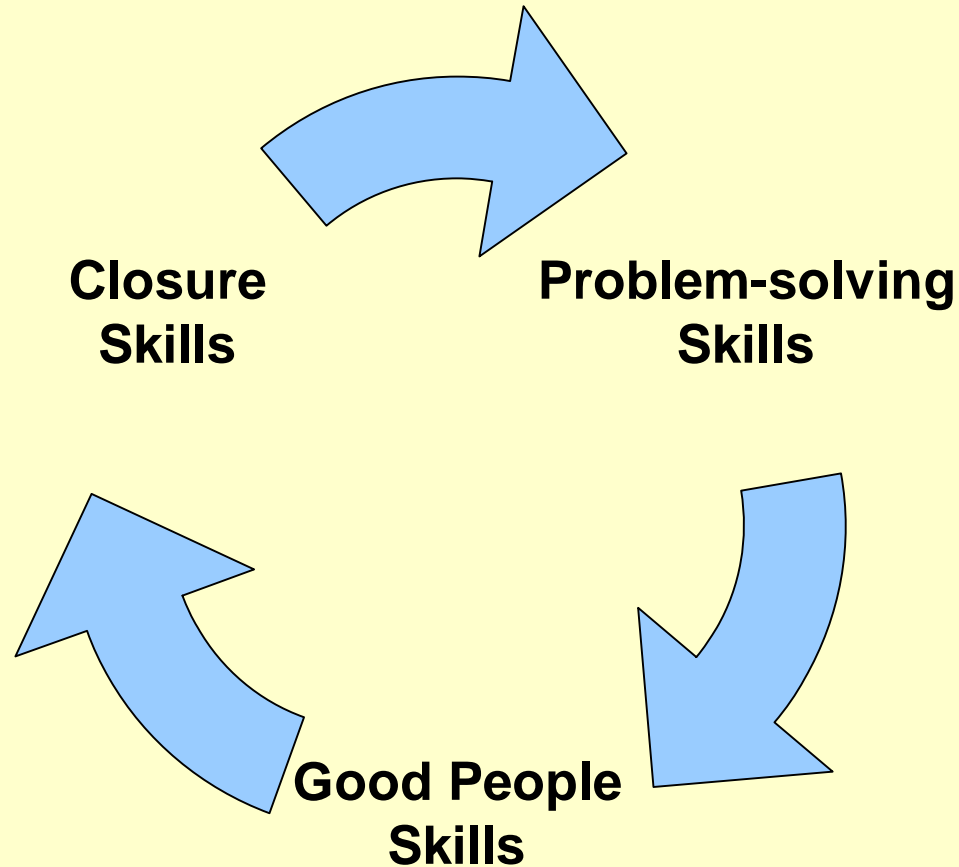


*How could you practice these tips before the interview?*

# Interview Structure

- **Icebreakers:** Opening chat to build rapport
- Exchange information
- Questions for the interviewer
- Close
- Next Steps

# Top 3 Skills Interviewers Seek



# Using the Prove-It Technique

1. What you did (your story)
2. Quantify the results
3. What you learned (link to today)

*Activity: Select an example from your Pre-workshop “Job related skills” sheet*

# Basic Rules for Answering Questions

- ✓ Listen and answer only what's asked
- ✓ Be honest, positive, and brief
- ✓ Answer in complete sentences
- ✓ Translate skills into stories & soundbites
- ✓ Rehearse talking points but don't memorize

# Top 10 Interview Questions

- Tell me a little about yourself.
- What are your strengths?
- What will your former boss say about you?
- Tell me about a project with a tough problem you solved.
- How does your previous experience relate to this job?



# Top 10 Interview Questions

- Why do you want to leave your current job?
- Why do you want to work here?
- What are your plans for the future?
- Why should we hire you?
- Why did you select this type of work?

*Activity: Practice in pairs, ask and answer a question*

# Expect to answer questions about

- Your education
- Work experience
- Your accomplishments & failures
- Your work style
- Your goals and future plans
- What motivates you



# Interviewers Need 6 Answers.

## Do you...

- Have the Skills
- Fit
- Understand the Company
- Outshine the Competition
- Have the Right Attitude
- Want the Job



# What are your Weaknesses?

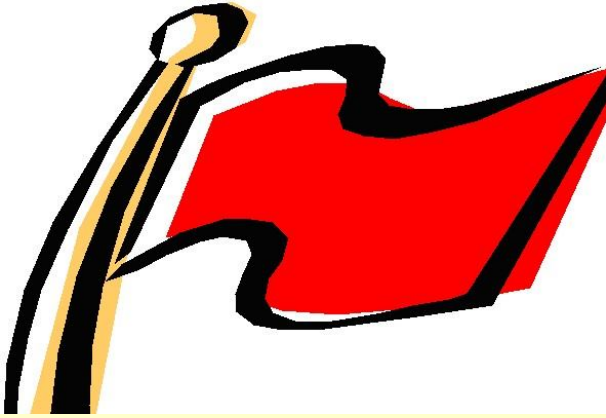
- Share a negative that's also a positive  
*(workaholic, perfectionist)*
- Describe a negative for which you've improved  
*(saying no, setting priorities)*
- Present a negative interviewer already knows  
*(limited work experience)*
- Discuss a negative unrelated to this job  
*(dislike bookkeeping)*

# What are Illegal Questions?

- Questions concerning marital status, sexual preferences, ethnic origin, health status or family plans
- If the answer to a question could be used to discriminate against you on grounds other than your ability to perform in the role- can't ask.

# Handling Illegal Questions

- Ask how the question relates to the job
- Answer the question
- Answer around the question:  
*Respond but don't answer the illegal part*
- Refuse to answer  
Point out it's an illegal question



## Resume Red Flags

Gaps, Fired, Criminal Record, Job Hopper

Give the reason the behavior happened

Indicate why you will not do it again

Explain what you have learned from experience

# Why Were You Fired?

- Tell the truth
- Avoid negative comments about the employer
- Explain what you learned
- Provide evidence you've eliminated the problem that caused the termination

*Activity : Practice asking & answering a red flag question*

# The Salary Question

- Do not bring up until end
- Know salary range for job
- Avoid being pinned down until offer is made
- Hedge- I'm Interested and salary negotiable



# Questions for the Interviewer

Goal: Ask informed questions to impress  
Good to engage interviewer-they'll like you for it

Ask about the company  
about the job  
about the work environment

*Activity: Check questions on handout and pick three you'll try in an interview*

# How to Close the Interview

- Express clear interest in the job
- Recap your great fit with the job
- Ask for the job
- Ask when a decision will be made
- Ask if you can follow up on (*name date*)

# Follow-Up after the Interview

- Write observations, names in interview log



- Send a thank you email or letter the next day
- Follow-up with phone call on date

**Good Luck!**