STATE YOUR CAREER.

Interview Success

CareerCenter.IllinoisState.edu
Student Services Building
Room 110 and 185 – First Floor

Monday-Friday
8:00am-4:30pm
Career Center Services

CareerCenter.illinoisstate.edu
Interviewing
Types of Interviews

Phone Interview
Webcam Interview
On-site Interview
Screening Interview

One-on-One Interview
Panel Interview
Peer Group Interview
Luncheon Interview
Second Interview
How not to get a job...
Make a Strong
FIRST IMPRESSION
What's part of your first impression?

• Appearance and professional dress
• Body posture
• Eye contact, handshake and a smile
• Professional communication

Statistics show that first impressions are determined by:

- 55% of hiring managers said they would hire someone within 90 seconds.
- 47% fail to make eye contact.
- 38% have little knowledge of the company.
- 38% don't smile.
- 33% have bad posture.
- 33% don't have a good handshake.
- 33% don't have good eye contact.
- 33% have a bad voice.
- 7% of hiring managers said they would hire someone within 90 seconds.

The way you dress, act, and walk through the door.
The quality of your voice, grammar, and confidence.
The words you choose to say.
Dressing Success

- Trimmed Haircut
- Clean Shaved
- Warm Smile
- Feel Of Confidence
- Formal Dress
- Firm Handshake
- Correct Body Posture

- Exposed shoulders and neckline
- Bright colors
- Bright nail polish
- Heavy jewelry

- Formal attire

- Fashionable shoes and accessories
Know your Skills…
and what skills employers want
Research the Company
Preparing for the Interview

✔ Get Organized & Do Research

— “Tell me what you know about our company?”

— Move beyond memorizing facts to a conversation about:

• What makes this company different from their competition?

• What are they most known for?

• Recent news? Biggest initiative currently?

• What’s the company culture and values?
Prepare your Pitch
Common Interview Questions

• Tell me about yourself.
• What are your strengths and weaknesses?
• Why did you choose ____ as your major?
• Where do you see yourself in 5 years?
• Why should we hire you?
• What makes you different from other candidates we will be looking at?
What the Interviewer is Really Asking

• Who are you?
• Why are you interested in this position?
• What can you do for us?
• What distinguishes you from other people who can do the same tasks you can?
• Will you be reliable?

• Internet presence – research goes both ways…
Tell me about yourself.
I am a senior at Illinois State University majoring in _______ and minoring in _______. I discovered my interest in the field while I was working a summer job with _____ and realized that it really played to my strengths – leadership, communication skills and relationship building. Last semester I learned even more through my internship at______. I know that your company really values relationships, honesty and integrity, and I feel that my background and values would make me a great match for your team.
Tell Me About Yourself
5-10 seconds each:
• Education background
• Description of interest in position, include related experience
• Strengths, accomplishments related to job
• Summary or goal statement – why would you be a good fit?
• Show you have done research.
Behavior Question Examples

Tell me about a time when...

- You took on a leadership position.
- You had to work with a difficult group to complete a project.
- You made a mistake.
- You had to make an unpopular decision because you thought it was the right decision.
- You had to hold someone accountable for their actions.
Interview with Confidence

STAR: Situation, Task, Action, Result

Example: Can you tell me about a significant problem you solved?

(S) Last semester I completed an internship at Normal Parks and Recreation.

(T) When I began, I heard from many clients that the organization’s website was difficult to navigate.

(A) I requested a meeting with my supervisor to discuss strategies I developed to improve the website and to seek approval to implement these changes.

(R) After receiving approval to implement the changes, I updated the website, which resulted in a 20% increase in visitors to the site.
Practice

S = Situation (What was the situation?)
T = Task (What needed to be done?)
A = Action (What action did you take?)
R = Result (What was the result of your action?)

Tell me about a significant problem you solved?
Out of the Blue Questions

• If you could be any cookie/animal/object, which would you chose and why?
• If you were a Microsoft Office program which would you be?
• If you were a super hero, what power would you possess?

Why do employers ask these questions?
Questions to Ask the Interviewer

- What professional development opportunities do you provide?
- What type of training would I receive in this position?
- From what I’ve learned, you are unique in XYZ, what would you say makes your company different from (a competitor)?
- What are the key skills an individual needs to be highly successful in this position?
Avoid

• Discussing salary
• Bad mouthing anyone
• Asking already answered questions
• Gum chewing
• Nervous habits
Follow Up!

• Send a thank-you letters within 24 hours
  – be specific about something you discussed
  – bring up your key areas of fit
Key Strategies to Successful Interviews

- Arrive on time
- Continually emphasize your key strengths
- Maintain good eye contact
- Smile frequently, look interested & alert
- Be your best self
- Send thank you note

- Practice, Practice, Practice!
Career Center:

Phone: (309) 438-2200
Schedule an appointment on Hire-A-Redbird