STATE YOUR CAREER.

Interviewing

CareerCenter.IllinoisState.edu
How not to get a job...

40% dress inappropriately
29% arrive late for interviews
26% don't know much about the company they're interviewing with
11% send text messages or use their phones during an interview
According to Harvard, Carnegie Foundation, & Stanford Research Center,

- People Skills: 85%
- Technical Skills: 15%
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
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?

• Practice
# First Impressions

- Leave phone in the car
- Maintain good eye contact, but don’t stare
- Smile frequently, look interested & alert
- Sit with good posture & body positioning
- Have a positive attitude, be respectful
- Firm handshake

<table>
<thead>
<tr>
<th>SUIT:</th>
<th>SUIT: A conservative, two-piece suit in black, navy, or dark gray is appropriate. Khakis, if business casual is called for.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHIRT:</td>
<td>SHIRT: Pair it with a long-sleeved white or light blue tailored shirt.</td>
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<tr>
<td>HOSIERY AND SHOES:</td>
<td>HOSIERY AND SHOES: Hosiery should be plain or neutral. Shoes should be a closed-toe pump or low-heeled shoe that matches your suit.</td>
</tr>
<tr>
<td>ACCESSORIES:</td>
<td>ACCESSORIES: Wear a minimum amount of jewelry: a watch, a ring.</td>
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<tr>
<td>GROOMING:</td>
<td>GROOMING: Have a well-groomed hairstyle and wear minimal and natural-looking makeup. Your fingernails should be clean. Wear a light polish or no polish.</td>
</tr>
</tbody>
</table>

- **WHAT NOT TO WEAR:** Short skirts, shorts, see-through or low-cut shirts, sandals, clanking or large jewelry
- **WHAT NOT TO WEAR:** Shorts, jeans, t-shirt, wild tie
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?
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

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?)

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

(S) Last semester I completed an internship at The Baby Fold in the Human Resource Department.

(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.
The most popular question asked during an interview is...

Tell me about yourself.

I am a senior at Illinois State University majoring in Fashion Design and Merchandising and minoring in business. I discovered my interest in the field while I was working a summer job with Express 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 Kohl’s. 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.

Tell me about a time when you solved a problem.

S.T.A.R.
Situation
Task
Action
Result
Difficult Interview Situations

- Illegal Questions
- Arriving late for the interview
- Forgetting or misunderstanding the question
- Lacking experience related to the question
- Low GPA
- Fired from a previous job
Questions to Ask the Interviewer

- What professional development opportunities do you provide?
- What type of training would I receive in this position?
- How is 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
After the Interview

- Send thank-you letters within 24 hours
- Try to send one to all the key individuals that were actively involved in your interview process
- Email or handwritten?
- Stay in touch
- Self-Assessment
Key Strategies to Successful Interviews

- Continually emphasize your key strengths
- Arrive on time
- Send thank you note
- Maintain good eye contact, but don’t stare
- Smile frequently, look interested & alert
- Practice, Practice Practice!
Average Life-Cycle of the Hiring Process for The New College Graduate

- 38.7 days
  Job posting to interview

- 22.9 days
  Interview to offer

- 13.3 days
  Offer to acceptance

Source: 2014 Recruiting Benchmarks Survey, National Association of Colleges and Employers
Career Center
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