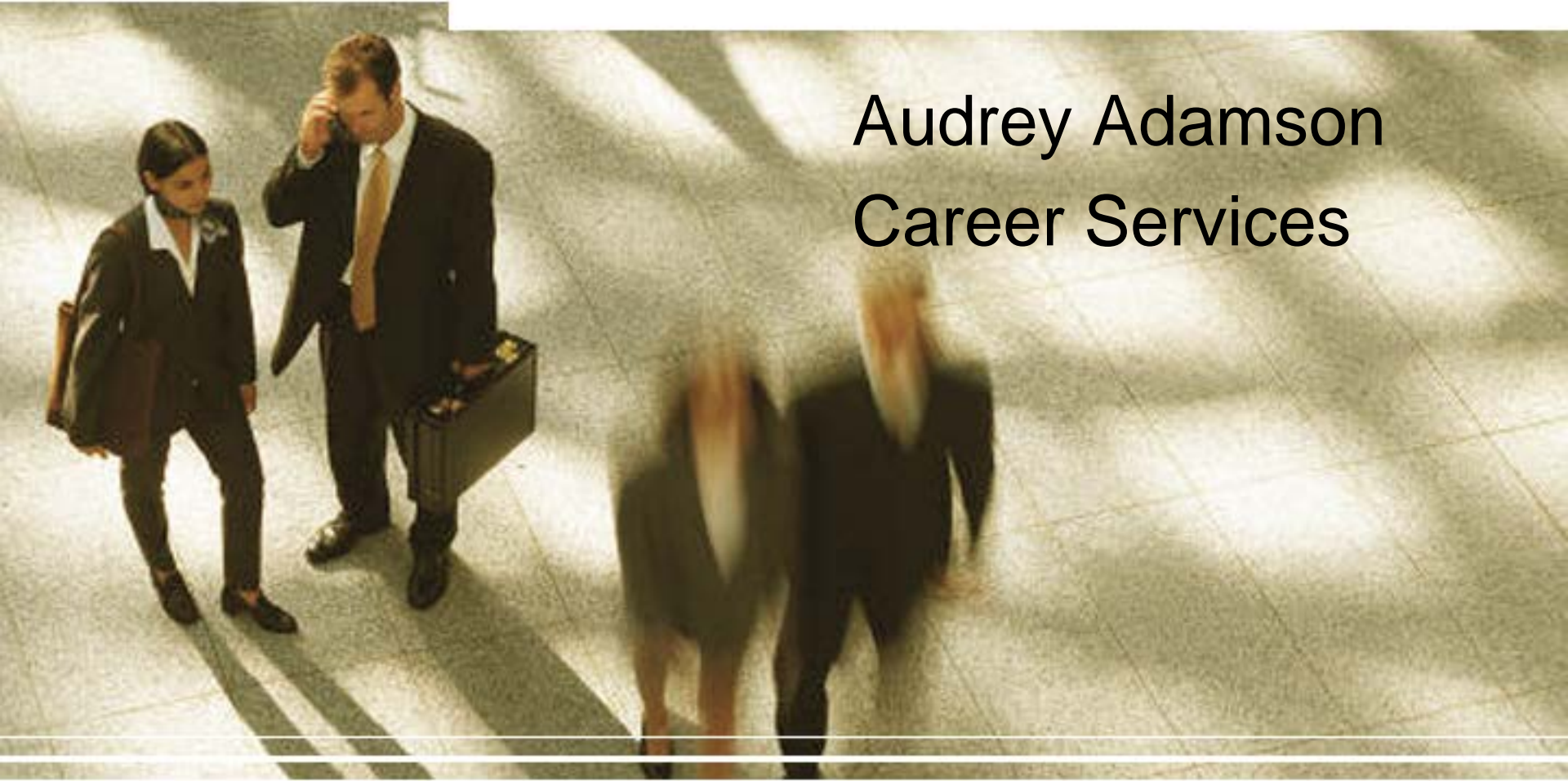


Interviewing Strategies

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Congratulations...

You got an interview!

What's the purpose of an interview?

- To learn

Why interviews?

- Personal contact is essential
- Can't make a decision based on application documents alone

Questions They're Answering

1. **Can** you do the job?
2. **Will** you do the job?
3. Will you **fit in**?

Don't forget that interviewing is a two-way street. Have some questions that **you** want **them** to answer.

Types of Interviews

- “Traditional” interviews
- 1st vs. 2nd interviews
- Screening interviews
- Panel interviews
- Phone/internet interviews

A lot of variety...

Preparation

The Basics

- Have a plan
 - Travel time, what to bring, clothes, parking, schedule, etc.
 - Be early
 - Bring copies of your resume along
 - Research who you'll be interviewing with

What to Know Before You Go

1. Know the company/organization/ program

- What do they do? Where? When? How many?
- Organization's philosophy/approach/values

2. Know the position

- What does the position require?
- What does success look like?

3. Know the qualifications

- What does success in the position require?
- How to show that you've got what it takes?

Know What You're Going to Say

- Study the company and job description
- Anticipate questions & make notes to yourself
- **Prepare stories & examples**
The most important thing to do!
- Come up with questions to ask
- Practice! Mock interviews available

Show them WHY they should hire you

- MUST be persuasive
- Know your audience
- Show them what they need to know
- Target yourself to be their problem-solver
- Build your case – show the connections between you and the job

Making a Good Impression

Appearance

- Dress: Professional, appropriate
- Body language: convey interest, eye contact, smile, posture

Attitude

- Respectful, intelligent, friendly
- LISTEN and be observant
- Confident but not domineering

What They Will Ask

3 Topics for Questions

- Information – who, what, when, where
- Qualities – what makes you tick
- Experience – what you have done

2 Types of Questions

- Informational
- Behavioral

1 Best Way to Answer

- Tell your stories

Answering Questions

Demonstrate...

1. That you paid attention to the question
2. Your ability to express yourself effectively
3. That you are personable and work with others
4. Your energy and initiative
5. That you can get the job done! Competence

Your Questions?

Thanks for coming!

Career Services is here to help!

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