



Job Interviews



Different Kinds of Job Interviews

- **Unstructured** – informal, conversational
- **Structured** – preplanned questions
- **Performance** – complete a task/skill
- **Group or Panel** – multiple people ask the questions
- **Screening** – 1st round of many, to narrow the field of applicants



How to Prepare



- Research the company
- Know your resume – be prepared to answer questions about it
- Plan answers to common questions – practice with a partner
- Plan questions to ask them
- Prepare a portfolio (samples of work)
- Have copies of your resume and references and also bring a notepad and pen to take notes

Also important

- Arrive early
- Project a positive image
 - Dress appropriately and professionally
 - Smile, be positive
 - Good posture
 - Show enthusiasm and energy
 - Be friendly



More about professional appearance

- Shower, brush teeth, deodorant, clean/trimmed fingernails
- Clean and styled hair
- Wear conservative clothing that is neat/ironed... be sure it fits you properly
- Do not chew gum at an interview!!

During the Interview

- Try to relax, allow them to lead the conversation
- Be honest, concise, and speak directly to them
- Relate your education/experience to their job requirements
- Always be positive...never make a negative comment about a former job or person
- Ask smart questions
- More great tips: [Speaking Effectively](http://ezinearticles.com/?Speaking-Effectively-to-Get-Your-Message-Across&id=5127)
- More great tips: [Making a Great First Impression](http://www.mindtools.com/CommSkill/FirstImpressions.htm)

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www.mindtools.com/CommSkill/FirstImpressions.htm

Afterwards

- Send a thank-you letter
- If you haven't heard anything within one week, follow up with a phone call

Common Interview Questions

- Tell me about yourself or describe yourself.
- Why are you interested in this job?
- What are your strengths?
- What are your weaknesses?
- Give an example of a conflict you've had in school or at a job, and explain how you handled it.
- What courses do/did you like best? Why?
- Why should I hire you?
- What do you see yourself doing in 5 years?
- What are your long-term goals, and how do you plan to achieve them?
- What rewards are you looking for in a job?
- What are your hobbies outside of school/work?
- Describe a project that you enjoyed working on.
- What kinds of computer software skills do you have? How have you used them?

Some questions you could ask them

- How is this job important to the company?
- What do you enjoy most about working here?
- Where would I work, and what would I be doing on a typical work day?
- Can someone in this job be promoted?
How/when?
- How is my performance rated?
- When do you expect to make your final decision?
- When would I start?

Assignment

- Choose 5 commonly asked interview questions (either from this PPT or from another source) and write up your answers to those questions
- These will be included in your portfolio