Slide 1: Acing the Interview

Slide 2: Objectives

- Identify differences among interview types.
- Identify how to prepare for an interview.
- Develop and practice your professional introduction.
- Identify proper interview conduct.
- Identify how to follow up after an interview.

Slide 3: Opening Quote

"I've missed more than 9,000 shots in my career. I've lost almost 300 games. 26 times, I've been trusted to take the game winning shot and missed. I've failed over and over and over again in my life. And that is why I succeed." -Michael Jordan

Slide 4: What Is an Interview?

- An opportunity for you to describe your relevant experiences and skills
- Demonstrate how you might add value to the prospective organization
- Your chance to get an idea of what is happening within the organization
- A chance for the prospective employer to gather more information about you

Slide 5: Types of Interviews

- Phone
- Virtual
- Group
- Panel
- Behavioral
- One-on-one

Slide 6: Preparing for the Interview

- Be well prepared
- Research the company, and understand the industry
- Practice traveling to the interview
- Notify your references
- Gather materials to bring to the interview
- Dress appropriately
- Be well rested, fed, and hydrated

Slide 7: Telling Your Story

- Your resume tells *what* you did; an interview is an opportunity to tell *how* you did it
- Be prepared for "Tell me a little about yourself"
- Create a professional introduction

Slide 8: The Professional Introduction

- Greeting
- Experience and expertise
- Strengths
- Accomplishments
- Job search strategy

Slide 9: Your Professional Introduction

- Emphasize your strengths, and link them to employer needs
- Use descriptive statements or specific examples of your acquired skills and abilities
- State the kind of position you are seeking
- Memorize the basics of your introduction
- PRACTICE!

Slide 10: Interview Questions and Answers

- Highlight your transferable skills
- Be aware of illegal questions
- Be sure you are able to perform job tasks with or without accommodations
- Check laws of your state and geographic region regarding interviews and employment
- Avoid military jargon and acronyms

Slide 11: STAR

- Listen for requests like “Tell me about the time when…”
- Answer using the STAR technique
    - Situation
    - Task
    - Action
    - Result

Slide 12: Prepare Your Own Questions

- Prepare 5-10 questions for the interviewer
    - Be sure your questions cannot be answered by visiting the organization/company website
- Save salary and benefits questions until an offer is made unless the interviewer brings these topics up
    - Be prepared with an appropriate salary range in case the interviewer asks for your input

Slide 13: During the Interview

- Your body language matters, regardless of the interview type
  - Relays non-verbal information about your work-related skills, attitudes, and values
- Use a whole-hand, firm handshake (or other appropriate alternative); direct eye contact; good posture; active listening; and clear, natural speech

Slide 14: Practice Interview Questions and Answers

- Tell me about yourself.
- What are your strengths?
- What are your weaknesses?
- What are your career goals?
- Describe a difficult situation you have experienced, or what has been your biggest challenge?
- Do you have any questions for me?

Slide 15: After the Interview

- Write down notes
- Send a thank you
- Notify references if not already done
- Remember that good can come from every interview regardless of the outcome

Slide 16: Review of Objectives

- Identify differences among interview types.
- Identify how to prepare for an interview.
- Develop and practice your professional introduction.
- Identify proper interview conduct.
- Identify how to follow up after an interview.

Slide 17: Acing the Interview