



# Effective Interviewing Techniques



# Facts of Interviewing

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- Interviews are the most widely used process for screening job applicants.
- They provide the most direct information about a candidate's background, personality, and skills.
- The purpose of an interview is to receive the job offer.



# Know Yourself

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- Employment objective and how it relates to the position and the employer
- Educational background and how it relates to the position and the employer
- Work experience
- Abilities and skills

*Always be able to give examples!*

# Know the Employer

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- Research! Research! Research!
- Prepare to demonstrate your knowledge of the profession and the company
- Prepare to give reasons for your interest in working in that profession/company
- Develop questions in advance to ask about the job/organization

# Interview Preparation

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## ■ Situational Knowledge

- Where/when the interview takes place
- Arrive 10 minutes early!

## ■ Physical Preparation

- Get plenty of rest
- Dress for success

## ■ Mental Preparation

- Knowledge of company
- Practice a mock interview

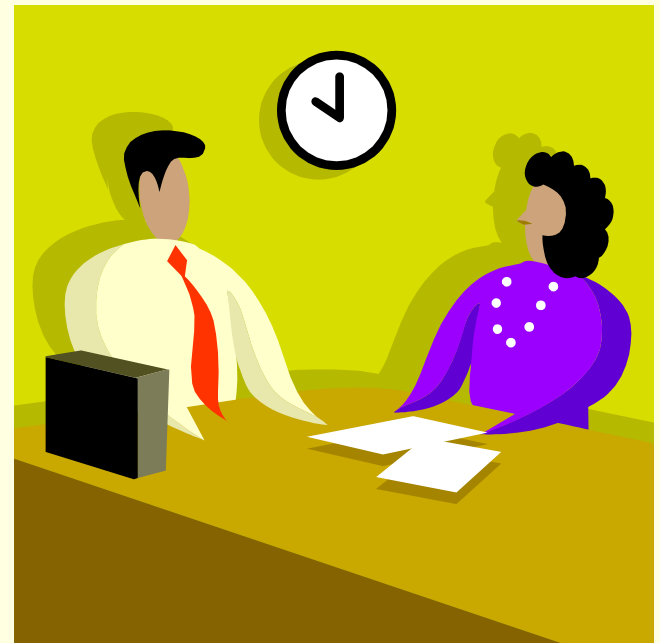
## ■ Written Preparation

- Take extra resumes, references, etc.
- Make notes
- Ask questions

# Types of Interviews

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- Basic/traditional interview
- Telephone interview
- Group interview
- Interview during a meal or social occasion
- Serial interview



# 5 Stages Interview Process

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1. Icebreaker
  - Greetings
  - First Impressions
  - Small talk
2. Personal Qualifications and Interest in Position
  - Abilities, Skills, and Work Experience
  - Accomplishments and Activities
  - Goals

# Interview Process

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## 3. Organization and Position

- Employer may test your knowledge of the company.

*“Why do you want to work for this company?”*

*“What do you know about this department?”*

- Other general questions regarding the company or the job.

*“What is your geographic preference?”*

*“Are you willing to relocate?”*



# Interview Process

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## 4. Candidate Questions

- Your chance to ask questions about job

*“What type of on the job training do you provide?”*

*“What makes your company different from its competitors?”*

## 5. Close and Follow-Up

- Find out who makes next move
- Thank the interviewer for their time
- Evaluate your performance
- Send a thank you note within 24 hours

# Behavioral Interviewing

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## Questions:

1. In your own words, define the word “challenging”.  
Tell me about the most challenging course you have ever taken.
2. Tell me about a job or difficult course where you picked up things more quickly than others.
3. Give an example of a specific job condition, task, or assignment that was particularly displeasing.



# STAR Technique

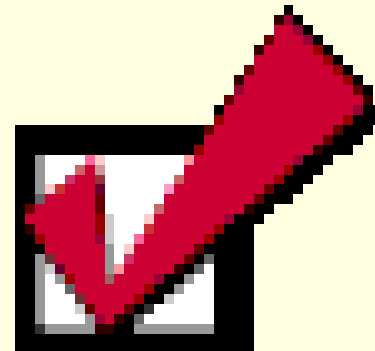


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- **S**ituation – describe the situation, problem, or issue that you encountered.
  - **T**ask – describe the tasks/responsibilities you took on to help solve the problem.
  - **A**ction – discuss the steps you actually took to effect a solution.
  - **R**esult – describe the positive results of your actions.

# Tips for Successful Interviewing

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- Interviewing is a two-way process
- Never give “yes” or “no” answers
- Listen carefully and react
- Use specific examples to make your case
- The interview begins the minute you step onto the company lot
- Be positive!



# Tips for Successful Interviewing

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- Think like an employer
- Don't criticize past employers or co-workers
- Be aware of illegal questions
- Maintain professionalism, even if the employer does not
- Be prepared for the unexpected
- Be aware of body language
- Be well-groomed



# Ask Questions



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- What are your expectations of the employees in your company?
  - What are the strengths and weaknesses of your organization?
  - Describe a typical day on the job in this position.
  - Avoid asking questions about salary and benefits.

# Interview Closure

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**Know who makes the  
next move and  
when**

# After the Interview

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- Evaluate your performance
- Send a thank-you note within 24 hours
- Keep records of important dates and details for the follow-up





# **JUST REMEMBER...**

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- **BE CONFIDENT – Sell Yourself!**
- **Have FUN and ENJOY the interviewing process**
- **When in doubt... MOCK INTERVIEW!**