Interviewing
Part I
Thank you for viewing the online curriculum brought to you by Arapahoe/Douglas Works!

• If you have questions and/or would like to follow-up with a Career Services Advisor please fill out a brief form for a virtual consultation.
  • https://fs8.formsite.com/adworks/form52/index.html
Objectives

Learn how to...

Get an interview
Interview successfully
Understand the different types of interviews
Follow-up
How do you get an interview?
What are your marketable skills? What are your career goals?
TARGET YOUR RESUME & COVER LETTER
What’s in a brand?
What is your personal brand?
Research

Learn about the "ideal" candidate

Learn the organizations’ culture

Learn about the interview

Company websites

Social media
BE PREPARED
How do we communicate?

Nonverbal

Body language

Facial expressions, eye contact, smile

Be alive and enthusiastic

Nod in agreement, display positive attitude, gesture warmly

Relaxed posture

Don't close down, sit up straight, arms relaxed, take notes
Tone

Rate of speech and enunciation

- Speak slowly and clearly
- Don’t rush or mumble

Pitch and intonation

- Speak with confidence, use a conversational tone
- Avoid negative thoughts
Verbal

Use key words

Speak directly

No rambling and no fluff

Avoid slang and inappropriate language
Communication %

- Nonverbal: 55%
- Tone: 38%
- Verbal: 7%
Elevator Speech

Tell me a little bit about yourself
S.T.A.R
Situation
Task
Action
Result
Your answers should:

Be brief

Show thought

Make connections

Use examples

Not oversell
You should:

Attach yourself to your work

Demonstrate your fit

Take control of your answers

Not defend or reference your resume
Standard questions

What are your strengths?

Why do you want to work for this company?

Do you work better as an individual or as a member of a team?

Why should we hire you?
The different types of interviews

Traditional

30 – 45 minutes long

First impressions, appearance and attitude are important

Skill focused

Can you do the job?

1 or maybe 2 interviewers
Behavioral

Character and fit

S.T.A.R. focused answers

Describe a problem... solve it

Working interviews and stress test
Panel

45 – 60 minutes long

Do your research on the company/position

Formal set list of questions

Behavioral and fit focused

3 or more interviewers
Group

60 minutes +

Presentation about company and/or activity

Multiple interviewees at one time

Questions will be asked to all interviewees

1 or 2 interviewers
Video

13 – 15 minutes long

Focus on the camera, not the screen

Choose a good background

Pre-check the audio/video

Have good lighting

Sit far enough away

Dress for the part
Telephone

- Have information about the job ready
- Dress for success
- Find a quiet place
- Reserve a room at the library
- No barking dogs, kids crying, or toilets flushing
- Don’t interview from your couch
The Big Day!
Before the interview

Be on time

Examine your appearance

Be nice to everyone

Relax and smile

Bring:

Resumes, reference list, and a note pad
Be patient
In the interview

Smile and introduce yourself to everyone

Maintain eye contact

Have some questions for them
Questions to ask

How long have you been with this company?

What do you like most about this organization?

What would you expect me to accomplish within the first six months?

What are the next steps in the process?
ASK FOR THE JOB!
Tough questions

What’s your biggest **weakness**?
Don’t use a positive, be honest, what have you done to fix it?

Why were you **terminated**?
No longer a fit, culture changed, **learned** from a mistake

Are you **over qualified**?
Do you have a **criminal record**?
Weird **work history**?
The follow up

Thank you note with a half day turn around

Dear Mr. Stark:

Thank you for the interview yesterday for the Marketing Assistant position at Aramark. Aramark offers opportunities which strongly parallel my interests & career goals. The interview with you confirmed my initial positive impressions of your company, & I want to reiterate my strong interest in working for you.

Again, thank you for your consideration. If you need any additional information, please feel free to contact me. I look forward to hearing from you.

Sincerely,

Gail Theriot
Next Steps

Set a **goal**

Develop a **plan**

- Be specific – time, small goals that build to big goals, tasks to be completed
- Identify what might get in your way to successful completion
- Consider how will you respond if you encounter a pothole in accomplishing your plan.

Set reminders to help you get started and stay on track

**Review & revise**

- Bring completed tasks back for others to review
- Revise your plan by setting new goals
Review

✓ Get an interview
✓ Interview successfully
✓ Different types of interviews
✓ Follow up
Please take this time to complete the Workshop Evaluation

1 is a low score
5 is a high score

Thank you for your time!