**INTERVIEWING STAGES**
- Preparation
- Breaking the Ice
- Interviewer Asks Questions
- Interviewer Answers Questions
- Conclusion
- Debriefing
- Thank You

**KNOW YOURSELF**
- Know what interests you about working here
- Be prepared to discuss: accomplishments, skills, strengths and weaknesses, behavioral examples, anticipated objections, references

**TAP INTO THE NETWORK**
- Talk to people who are familiar with position/company
  - within - employees, secretaries, assistants, hiring managers
  - others - Chamber of Commerce, competitors, customers

**BEFORE THE INTERVIEW: DO YOUR HOMEWORK!!**
- Visit the Web
  - Visit the home page, read googled articles
- Review Organizational Information
  - Home page summary, annual reports, progress reports, committee reports, etc.

**NOTE**
Before the interview:
- DO YOUR HOMEWORK!!
  - Visit the Web
    - Visit the home page, read googled articles
  - Review Organizational Information
    - Home page summary, annual reports, progress reports, committee reports, etc.
**WHAT ABOUT THE PAY?**
- Find out what similar positions pay
- Don’t discuss pay at the first interview

**References** - Occupational Outlook Handbook, Salary Surveys conducted by professional associations, Dept. of Labor publications, OPM web site for Federal positions

**REMEMBER THE INTERVIEWER’S GOALS**
- To find out details not in resumé
- Get personal impression
- Ask searching questions and gauge responses
- Evaluate you under pressure
- Judge your work attitudes
- Assess your ability to “fit in”

**1-2 MINUTE PRESENTATION**
Be ready to answer the “tell me about yourself” question
- Brief introduction
- Key accomplishments
- Key strengths they demonstrate
- Importance of these to your prospective employer
- Where and how you see yourself developing in the position that you are applying for (modestly and with self-deprecating humor)

**PREPARE YOUR RESPONSES**
- “Tell me about yourself” - the 1-2 minute commercial
- Practice out loud
- Practice out loud with a friend
- Practice out loud in a mirror
- Practice out loud in your car
- Practice out loud with your cat!
How to Explain Incarceration

- You’ve made a mistake, but have learned and grown so much as a result.
- You are thankful for a second chance and are determined to be very successful.
- You will never EVER make another misstep again.
- You will make them proud of your contribution to their organization.

Prepare Your Own Questions About

- The job and the organization -- what you’ll like best, and least
- What would you like to see the person who fills this job do differently than the person who previously filled it?
- Describe organizational culture
- What is the career path?
- Future trends
- Greatest challenges facing the person in the position

Ahead of Time

- Practice finding location
- Know your outfit

Breaking the Ice

- Dress appropriately and professionally
- Greet with firm handshake
- Establish eye contact
- Make small talk to set tone
- Demonstrate confidence
VERBAL COMMUNICATION

- Don’t mumble, hedge, bluff
- Don’t brag
- Be brief – don’t talk too much
- Don’t criticize employers
- Don’t act inferior or superior
- Take your time, silence is okay
- Don’t argue, antagonize or intimidate
- Use positive examples
- Communicate enthusiasm

NONVERBAL COMMUNICATION

- Establish eye contact
- Sit comfortably
- Be enthusiastic
- Make sure facial expression matches verbal response
- Lean forward
- Stay calm

INTERVIEWER ASKS QUESTIONS

- Relate skills to the employer’s needs
- Have concrete, specific examples ready
- Take your time
- Clarify questions

P.S. He’s not going to look like this!

QUESTIONS FOR THE INTERVIEWER

- Make sure you leave with an accurate view of the company and the job
- Ask “Are my qualifications and experience what you are looking for?”
- Also Ask, “what’s the next step?”
- Questions not to ask - Salary, Benefits, where’s the lunch room
DEBRIEFING AND THANK YOU

- Spend 10-15 minutes reviewing the interview
- Write down notes
- Send thank you note within 48 hours
- Include any additional information you feel is important

10 Commandments of Keeping a Job

- Be on time
- Call in if you will be absent/tardy
- Try your best, finish your assignment
- Anticipate management's needs
- Show a positive attitude
- Avoid backstabbing/gossip
- Follow the rules
- Look to serve/help co-workers
- Don't criticize boss or company
- Volunteer for new assignments