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EMPOWER YOURSELF

Interview Preparation

Tips for Success

First Impression

- ◇ The first words you speak count –
 - ◇ It is a pleasure meeting with you
 - ◇ Thank you for scheduling this time to meet

- ◇ Walk with vigor and show confidence
 - ◇ People who walk 10% faster than they normally do are perceived as getting more done

Dress for Success

From head to toe should reflect impeccable grooming. Your hair, collar, tie/scarf and other accessories should be a reflection of the quality person you are.

It is a fact of life that we do “judge books by their covers.” To be marketable in business today, your image is as important as what you know. You must “fit in.”

Image Tips for Men

- ◇ **Suits** - Invest in a conservative color (navy or gray). Jacket and trousers should coordinate. Check for proper fit. Best investment; worsted wool or wool gabardine Do the wrinkle test
- ◇ **Shirts** - Long sleeve white shirt is the best option A light blue is an alternative Shirts in 100% cotton are a good investment Have it professionally ironed for the interview
- ◇ **Belts and Shoes** - Leather belts in black and burgundy to match your shoes are good investments Wing-tips portray a more conservative image than tassel loafers Wear socks that cover you calf and match your trouser
- ◇ **Ties** - The smaller the pattern, the more authority you will project. Use a power color (yellow or red) in the pattern The tip of the tie should barely touch the top of your belt buckle The knot should be small

Image Tips for Women

- ◇ **Suits** - Navy, gray, taupe and black are all good suit colors to invest in when building a wardrobe Skirts should be no shorter than 2 inches above the knee Worsted wool is the best.
- ◇ **Dresses** - Suits show more authority but a dress is a second option Conservative colors are best No shorter than 2 inches above the knee Wrinkle free fabric is best Keep with classic styles.
- ◇ **Accessories** –
 - ◇ Shoes should be darker than the suit and be at least a one inch heel
 - ◇ Hosiery should be skin tone
 - ◇ Keep accessories to a minimum
 - ◇ Hair should be away from your face
 - ◇ Make-up should look natural
 - ◇ Choose one; handbag or briefcase not both.

Image Tips for ALL

- ◇ Keep it conservative
- ◇ Do not wear cologne or perfume
- ◇ It feels like a uniform because it is a uniform
- ◇ Be aware of all details (the shine on your shoes, nail polish chips, etc.)
- ◇ **Body Image** –
 - ◇ Use good posture
 - ◇ Give a firm handshake
 - ◇ Lean forward while listening and answering questions
 - ◇ Hands above board
 - ◇ Make eye contact
- ◇ **Voice Image** –
 - ◇ Speak with confidence
 - ◇ Speak clearly and concisely
 - ◇ Project your voice so that you are heard

Be Prepared

You should have a briefcase / folder or portfolio containing the following:

- ◇ A note pad
- ◇ Two erasable pens
- ◇ Extra resumes and reference sheets
- ◇ Letters of recommendation (if applicable)
- ◇ Educational transcripts
- ◇ Work samples (if applicable)

Interview Checklist:

- ◇ Arrive 15 minutes early
- ◇ Dress should be appropriate
- ◇ Know the interviewer's name and pronunciation
- ◇ Extend a warm greeting and handshake
- ◇ Wait to be asked to have a seat
- ◇ Good eye contact
- ◇ Enthusiasm
- ◇ Knowledge of the company, industry, and position
- ◇ Ready to answer and ask questions

How will the questions be asked?

- ◇ **Straight forward**
- ◇ **Problem solving** - Don't find the "right answer" - show them you know the right way to come up with the answer
 - ◇ Listen to what is being asked
 - ◇ Ask clarifying questions
 - ◇ Respond by first explaining how you'd gather the data needed to make an informed decision
 - ◇ Discuss how you'd use that data to generate options
 - ◇ Finally, based on the data, the available options, and your understanding of the open position explain your recommendation
- ◇ **Behavior based questions** - Behavior is the best predictor of future performances
 - ◇ Don't tell a story that will hurt you
 - ◇ If you don't understand a question, clarify
 - ◇ Explain what you hoped to show from your story
 - ◇ Ask for feedback
 - ◇ Don't be intimidated
- ◇ **Unrelated questions** - Make your best to make it related
 - ◇ Who would you want with you if you were stranded on a deserted island?
 - A boat builder thus showing your resourcefulness

Interview questions likely to be asked

- ◇ Educational achievements
- ◇ Work experience
- ◇ Personal skills, such as communication skills, confidence, hardworking, reliable, IT skills.
- ◇ Personal Goals, such as Permanent position with the chance of progression.
- ◇ Understanding of the role - Ensure you have read through the job description and you know what duties are involved in the position.
- ◇ Strengths.
- ◇ Weaknesses.
- ◇ Ensure you have some question ready to ask them, such as the chances of progression, what is the proposed start date for the role?

How do you formulate your Answers?

S : Situation

T : Task

A : Action

R : Result

Interview Types

- ◇ Screening interviews
- ◇ Sequential interviews
- ◇ Group interviews
- ◇ Stress interviews (take control)
- ◇ Performance interviews (show case your skills)
- ◇ Testing
- ◇ Computer assisted interviews
- ◇ Out-of-town interviews

Handling negatives or objections

- ◇ Be positive - never complain
- ◇ Recognize stereotypes and biases
- ◇ Stress your strengths
- ◇ Use examples that show your reasons and motivations - avoid yes or no answers
- ◇ The underlying question is always “why should I hire you” - give them reason
- ◇ If you feel a question is inappropriate, don't get upset and refuse to answer. Ask the question “Can you tell me how that pertains to the job” in a polite and respectful way

Discussing a weakness

- ◇ Discuss a negative which is not related to the job
- ◇ Discuss a negative an employer already knows, but make up for it in another way
- ◇ Discuss a negative you have improved on
- ◇ Discuss a negative that can become a positive

Your turn to question

- ◇ You should have questions prepared.
- ◇ It is your chance to interview the interviewer.
- ◇ Don't ask questions that can be readily found on company brochures.
- ◇ Ask questions that will directly affect you or shows your interest in the companies success.
- ◇ **At the end of Interview** –
 - ◇ Thank them for their time
 - ◇ Restate your interests and strengths
 - ◇ Ask what type of follow-up you should expect
 - ◇ Send thank-you notes to each interviewer

Thank you



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