

# Interviewing

Presented by Stacey Givens  
Career Development Specialist and  
Former Industry Recruiter

# Scheduling an Interview

- Appropriate voice message
- Be as flexible as possible
- Gather all details during first conversation
  - Location of interview
  - Time of interview
  - Length of interview
  - Directions

# Types of Interviews

- Phone interviews
- One-on-one interviews
- Panel interviews
- Lunch/dinner interviews



# Tips for a Phone Interview

- Research the company and position before the interview
- If possible, use a land line
- Wake up at least 1 hour before interview
- Drink water
- Dress – Don't wear lounge clothes
- Sit somewhere quiet where there will be no distractions
- Personally answer the call
- Limit background noise



# Preparing for a One-on-One or Panel Interview

- Research the company and the position
- Print and carry copies of your resume and transcript
- Carry a portfolio
- Arrive at least 10 minutes early
- Leave cell phone and pagers in car
- Dress and groom appropriately....



## ...Men

- Unless told otherwise, always assume professional attire is expected
- Professional attire = minimum of a tie and ideally includes a jacket
- Shirt should be neatly pressed
- Stick with white, black, gray and navy
- Polished shoes
- No body piercings or revealing tattoos
- Fresh, conservative hair cut and style

## ...Ladies

- Skirt and blouse or dress suit
- Dresses not recommended
- Skirt should be knee length or longer
- Nothing sleeveless or low cut
- Stick with white, black, gray and navy
- Small, colorless jewelry
- Light makeup
- Closed toe shoes with neutral panty hose
- No perfume
- No body piercings or revealing tattoos
- Hair should not hang in face

# Business Casual...what it is not

- Blue jeans
- T-shirts
- Sandals
- Un-tucked



# Greeting the Interviewer



- Walk with chin level and arms to the side
- Look them in the eye, smile and introduce yourself
- Offer a firm handshake
- Wait to be told when and where to sit

# During the Interview

- Sit forward with knees together
- Ladies can cross ankles
- Hands in lap
- Maintain eye contact

# Challenges in a Panel Interview

- Greeting everyone
- Feeling of being outnumbered is intimidating
- Rapid questions that can be very random
- Tendency to focus on certain individuals



# What Will Be Assessed

- Your appearance
- Your ability to do the job
- Your work ethic
- Your character (e.g. willingness, enthusiasm)
- How well you will fit in with the group

# Questions

- Technical or behavioral
- Be prepared to speak about anything on your resume in detail
- Think about possible questions in advance, but do not memorize responses
- Keep answers short, concise and to the point
- Do not speak ill of anyone or any past experiences

# Concluding the Interview

- Ask questions – The best questions are spontaneous
  - NOT appropriate to ask about benefits or salary
  - Appropriate to ask when to expect to hear back
- Request a business card if not provided earlier
- Stand and offer a firm handshake
- Thank the individual and call them by name
- Wait for the interviewer to direct you out

# Tips for a Lunch/Dinner Interview

- Arrive 10 minutes early
- Wait for your host to arrive before being seated
- Do not order alcoholic drinks, appetizers or dessert unless invited to
- Order a reasonably priced meal
- Order a dish that is not hard to eat
- Never lose sight that it's an interview



# Following Up

- Follow up with each interviewer
  - Note
  - E-mail
- Thank them for the interview and state interest
- Make it personal – should not be a “generic” Thank You
- Appropriate to call and check on status after a period of time

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