



# INTERVIEWING

<p>Engage to Explore</p>	 <p>UHD Career Development Center</p>	<p>Coach to Connect</p>
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# PURPOSE OF AN INTERVIEW

## For the Employer

- Why should they hire you instead of someone else?
- What can you do for their company and employees?
- Does your personality fit in with their office dynamic?

## For YOU

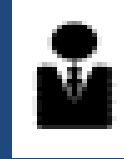
- Sell your strengths & skills through stories about your experience.
- Research the company and job to see if it would fit you.

# WHAT EMPLOYERS LOOK FOR



1. Communication Skills

2. Professionalism / Work Ethic



3. Teamwork Skills

4. Initiative/Leadership



5. Computer/Technical Skills



6. Problem Solving Skills/Critical Thinking



7. Career Management



8. Global/Intercultural Fluency



# PREPARING FOR THE INTERVIEW

- **Research the company & industry.**
  - Review the company website, recent news stories, online reviews, etc.
- **Study the job description carefully.**
  - Be familiar with the key skills needed & how your skills relate.
- **Know who you would report to if hired.**
  - It's impressive when you know names of potential co-workers, and their titles.
- **Do a Google search for interview questions for the title of the position you applied for.**
  - Go through them, write down how you might respond to each of the questions, and study this prior to your interview.



# IF IN PERSON...

- **Have your clothes cleaned and ready the day before the interview.**
  - You don't want to feel rushed the day of your interview.
- **Familiarize yourself with the interview place's location.**
  - Being late to an interview may automatically disqualify you.
- **Have a portfolio with extra copies of your résumé.**



# IF OVER THE PHONE...

- Have notes neatly organized and in front of you in case you need them.
- Ensure your phone is charged.
- Be prepared to answer a phone call from a number you don't recognize.



**MOST IMPORTANTLY...**

**Schedule a mock interview with your  
Career Coach!**

Career Development Center

Main Building, South 402

713-221-8980

# WHAT TO WEAR - WOMEN

- **Suit:** Conservative suit in navy, black, or grey. If wearing a skirt, it should be knee-length.
- **Blouse:** White or light-colored blouse that is not low-cut or sheer.
- **Shoes:** Black, well polished, closed-toe shoes with a low heel. Neutral-colored, closed-toe flats are also acceptable.
- **Accessories:** Leather portfolio or briefcase large enough to hold your résumé without folding it. No visible body art or piercings other than one earring per ear. Wear minimal jewelry.
- **The Look:** Tailored, clean and neat; not overdone.



# WHAT TO WEAR - MEN

- **Suit:** Conservative 2 or 3 button suit in navy, black, or charcoal. Jacket and Pants should be the exact same material.
- **Shirt:** White cotton long-sleeve dress shirt.
- **Tie:** Silk tie that complements your shirt and suit. Simple stripe or design.
- **Shoes:** Black, well polished, leather shoes. Wear black socks.
- **Accessories:** Leather portfolio or notebook large enough to hold your résumé without folding it.
- **The Look:** Sharp, conservative, clean and neat.



# DURING THE INTERVIEW

## PHONE



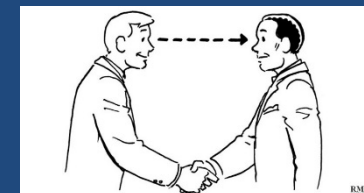
### • **SMILE!**

- The employer will be able to hear the difference in your voice.
- **Dress for the interview.**
  - You need to 'feel' like you are there.
- **Avoid distractions.**
  - Close the door to the area you use.
- **Use & Take Notes.**
- **Get contact information so you can follow up!**



## FACE-TO-FACE

- **Shake hands firmly, and smile upon greeting your interviewer(s).**
- **Be aware of what your body language is communicating.**
  - Project confidence - Sit up straight; smile.
  - Use hands sparingly.
- **Make and hold eye contact during conversation.**



# TOUGH BUT COMMON INTERVIEW QUESTIONS

- **“Tell me about yourself.”**
  - Focus on education and work.
  - Express positive feelings about your studies and work.
  - Tell the interviewer(s) why you applied for their position.
- **“What are your strengths and weaknesses?”**
  - When talking about your weaknesses, express ways in which you are working to improve these areas.
- **“Where do you see yourself in five years?”**
  - Expressing a desire for leadership within their agency is your best bet.
- **“Why should we hire you?”**
  - Think about the job qualifications, and share the qualifications you possess. Remind them about your education, relevant experience, and why you are a good fit for their organization.

# COMMON INTERVIEW QUESTIONS, CONTINUED...

- **“Tell me about a time you experienced a conflict and how you handled it.”**
  - Everyone has had a conflict! How did you display maturity and professionalism when handling the situation?
- **“Tell me about a time you worked as a team to accomplish a goal.”**
  - What is your role when working with others? Are you a team player?
- **“Give me an example of when you tried to accomplish something and failed. What did you learn from the experience?”**
  - Everyone has failed at something. Provide an example – it shows your humility.
- **“Tell me about a time when you had multiple projects to work on at once. How did you prioritize your tasks?”**
  - Employers want to see your ability to organize, exercise sound judgement, and problem solve.

# Interview Tips

- **Listen to entirety of interviewer's question.**
  - Don't interrupt with an answer before they finish asking the question.
- **If you're having a hard time answering a question, it is acceptable to ask the interviewer for a moment to think about a response rather than sit in silence.**
- **If you do not understand an interviewer's question, you should ask for clarification.**
  - This is better than giving a response that isn't applicable to the question.
- **Always ask questions after the conclusion of your interview if given the chance!**
  - *"What qualities would an ideal person for this job have?"*
  - *"What do you like or dislike about working for this company?"*
- **Before leaving, re-express your interest in the job, and tell the interviewer why you feel you are a good fit for their company/position.**
- **DO NOT ASK ABOUT SALARY INFO AT YOUR INTERVIEW!**
  - Wait until you've secured the job before beginning salary negotiations.
- **FOLLOW UP!**
  - Send a thank-you note/email within 24 to 48 hours of your interview.
  - Try to find a subject of interest that was discussed in your interview, and mention it in the thank-you to show that you were paying attention.