

INTERVIEWS


Graduation... now what?
How to land that perfect job!

Food for Thought

Tool to help you: Short Videos to help you master the "Interview" via College Grad -
<http://www.collegegrad.com/job-search-videos>

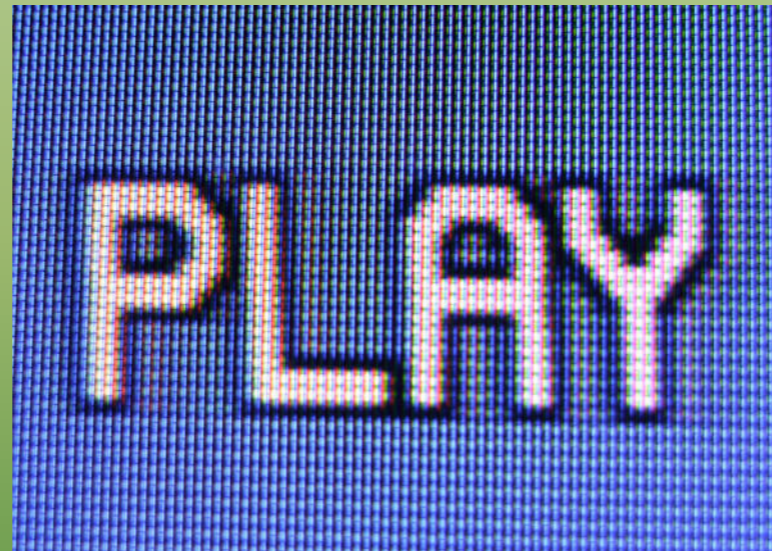
What is an interview?

- **in·ter·view**
- noun 1. a formal meeting in which one or more persons question, consult, or evaluate another person: a job interview.



*What is your most
memorable
interview story?*

Interviews Gone Wrong



How to Overcome Interview Nervousness





*How to prepare for an
interview?*

Interview Cheat Sheet



DRAW a line down the center of the paper
Left side – make a bulleted list of the job description
Right side – what qualities do you possess
Research the company
Prepare a 60 second personal statement
Write five success stories to answer questions
List questions you might have
Research salary – determine your worth
Determine your salary needs
Get permission to use references



Interview Skills

10 Tips to Boost your Interview Skills

1. Practice Good Nonverbal communication
2. Dress for the Job or Company
3. Listen
4. Don't Talk to Much
5. Don't Be Too Familiar
6. Don't Be Overconfident
7. Use Appropriate Language
8. Take Care to Answer Questions
9. Ask Questions
10. Don't Appear Desperate



Interview Questions: Work History

- Name of company, position title and description, dates of employment.
- What were your expectations for the job and to what extent were they met?
- What were your responsibilities?
- What major challenges and problems did you face? How did you handle them?
- What have you learned from your mistakes?
- What did you like or dislike about your previous job?
- Which was most / least rewarding?
- What was the biggest accomplishment / failure in this position?

Interview Questions: Job History

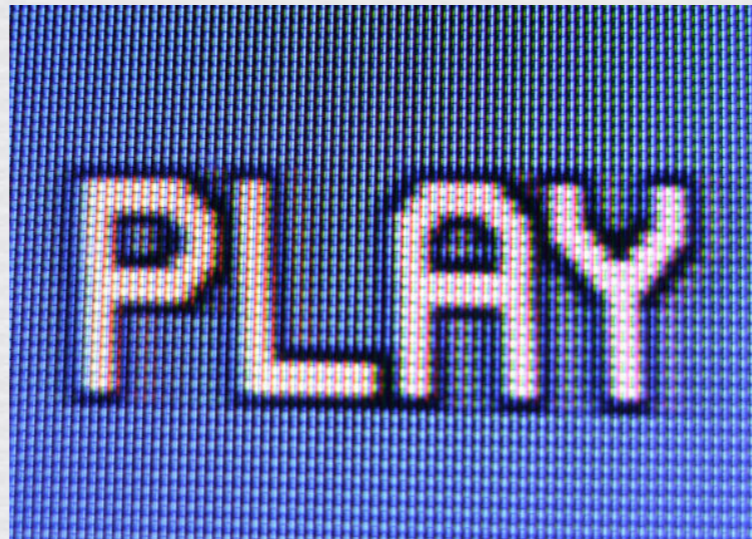
- What is your greatest strengths/weakness?
- How would you describe yourself?
- What do you find are the most difficult decisions to make?
- What has been the greatest disappointment in your life?
- What are you passionate about?
- Give some examples of teamwork.
- If you know your boss is 100% wrong about something how would you handle it?
- Describe a difficult work situation / project and how you overcame it.



Job Interview Questions About the New Job and the Company

- What interests you about this job? Or Why do you want this job?
- What applicable attributes / experience do you have?
- What can you do for this company? Or Why do you want to work here?
- Why are you the best person for the job?
- What do you know about this company?
- What challenges are you looking for in a position?
- Are you willing to travel, work nights and weekends?
- Do you have any questions about this position that you would like to know?

Interview: Do's and Don'ts





*What to do after the
interview?*

10 things to do after an interview

- 1) Show that you are still interested
- 2) Set the stage for further contact
- 3) Be punctual (sending references etc...)
- 4) Know when to sit tight
- 5) Send a prompt thank-you note
- 6) Send each interviewer a personalized, powerful follow-up letter
- 7) Address one of the company's needs
- 8) Keep thinking and learning about the company
- 9) Leverage outside resources
- 10) Accept rejection with grace

When you get your sights too set on a job

- It keeps you from objectively weighing the opportunity
- It may make you look overly eager, maybe even desperate
- It will put you in a weaker position when it comes to negotiating a job offer
- It greatly heightens the disappointment if you do not get the job

When You Don't Get Your Dream Job

- If you find yourself in that devastating place of not getting your dream job- bounce back:
- Return to your initial goal. You started out wanting to get a job that is right for you, not this specific job. All that happened is you didn't get this one job.
- Affirm that you WILL get a job. You didn't get this one, but you will get another.
- De-romanticize the job you did not get. Every job has its pros and cons. In many cases, the biggest challenges of a job become clear a few months after you start. The job you didn't get might have felt "perfect" because you didn't have a chance to see the cons. There will be other job opportunities as good, or even better.
- Do not view your attempt to get the job as a failure. View it as a mismatch in your skills and their needs. Perhaps you didn't share your match as effectively as you could have. Next time you will do better. Perhaps they simply found a candidate who was a closer match. Whatever the case, it is a chance to learn and move on.

It simply means – something better will come along