

Interview Armed and Dangerous

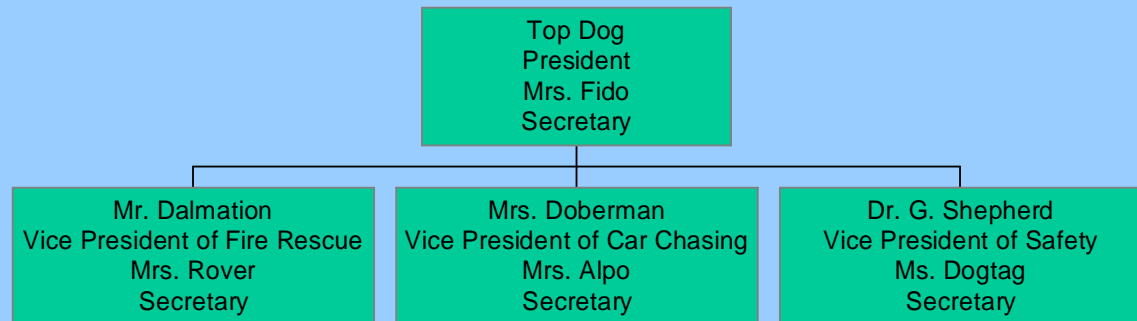
Career Resource Center
Manatee Community College

Overview

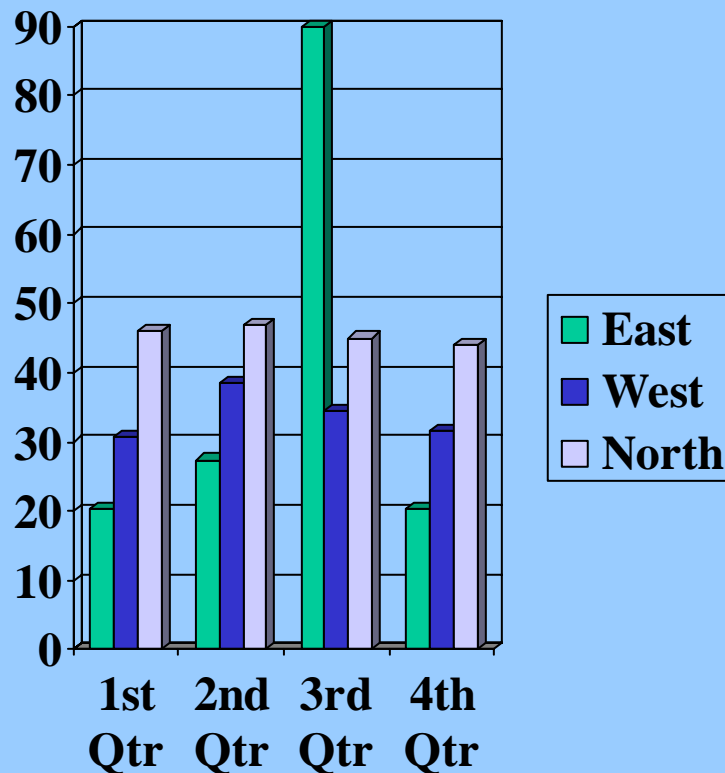
- Things to know about the company/position
- Where to find the information
- Materials to bring to the interview
- Dress for Success
- Body Language
- THE QUESTIONS
- Questions you can ask
- Illegal Questions
- Salary Negotiations

Things to Know About the Company

- Mission Statement and the company values
- Product or services the company provides
- Past performance in terms of profits and loses
- Organizational structure and company locations
- Public perception of the company
- Latest trends
- Industry trends
- Competitors

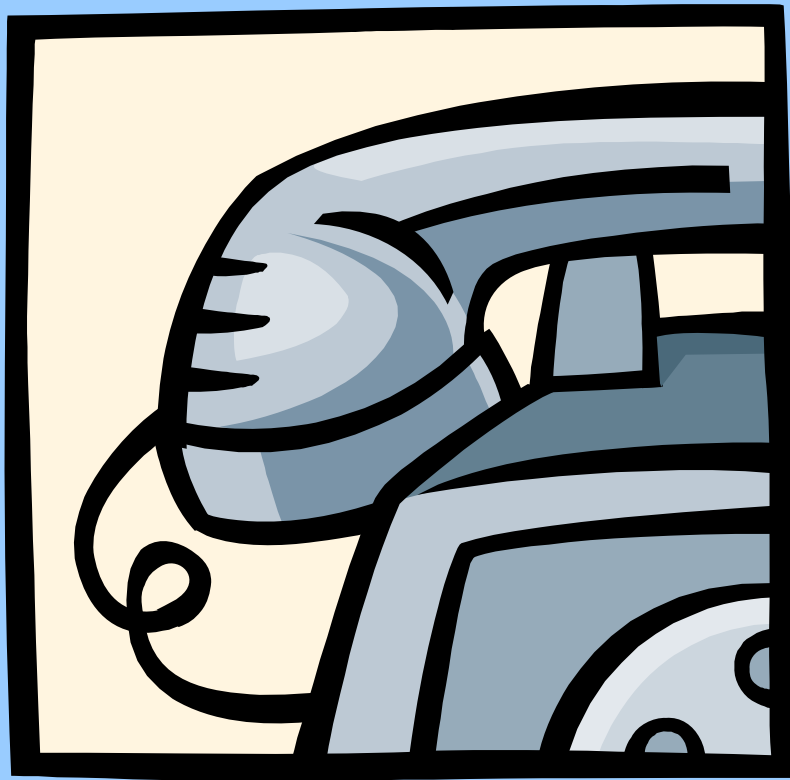


Things to Know about the Position



- The job descriptions
 - Skills required
- The department needs
 - Team player
 - An ability to multi-task
- The supervisor's name

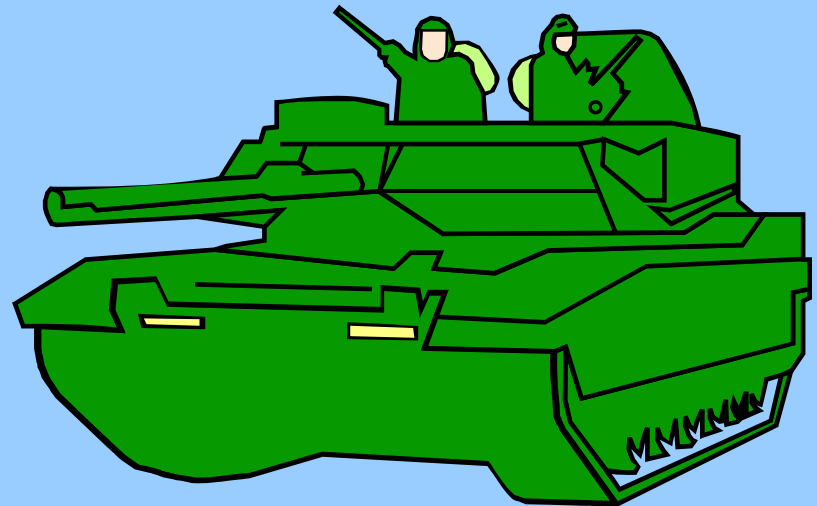
Where do I find this information?



- The job ad
- The internet
- The business section of the public library
- Brochures or portfolios that the business makes available to the public
- Phone call HR & the Department Manager

Arm yourself with the following materials

- Pen
- Notepad
- Extra copies of your resume
- Portfolio
- Direction, phone #'s & contact names
- Names of 3 references
- Driver's License
- Soc. Security or work permit

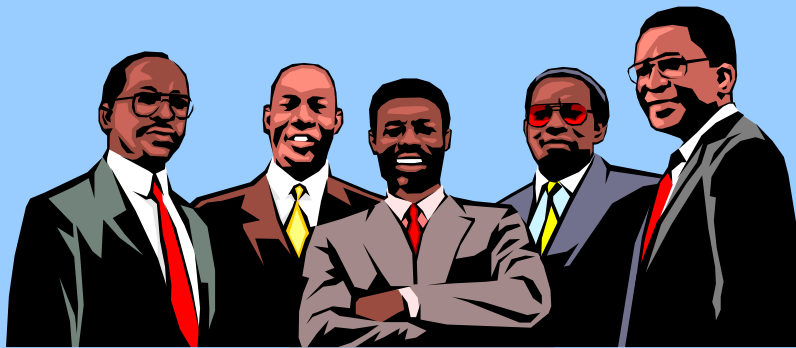


Dress for Success

- Personal appearance affects an employer's opinion of the applicant's suitability for the job.
- Employers believe that the applicant's attitude is reflected in their appearance.
- Dress and grooming have an effect on promotions as well.



Recommendations for Men



- Blue or white long sleeve shirt & a tie.
- Business suit, coat & slacks.
- Socks should match your pants
- Belts should match your shoes.
- Clean-shaven & a haircut

Recommendations for Women

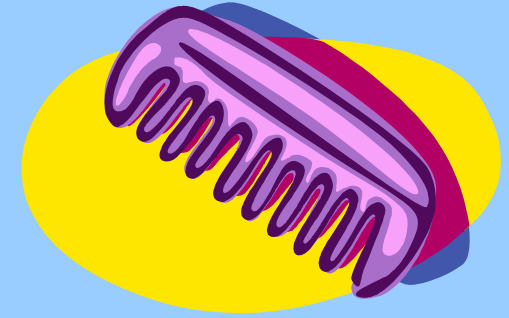
- Suit, skirt & blouse, or a tailored dress.
- A sweater, jacket or scarf can compliment an outfit.
- Avoid heavy make-up & extreme hairstyles.
- 5 pieces of jewelry

NOTE: Conservative colors and styles are recommended for both men and women.





Hygiene



- Fresh breathe – Brush your teeth, have a mint before the interview. Avoid smoking.
- Fresh scent – Shower, deodorant, light perfume/cologne
- Clothes – clean, wrinkle & spot free.
- Clean hands and fingernails trimmed



Things To DO:

- Arrive 15 minutes early
- Be polite to the receptionist
- Smile
- Be enthusiastic & energetic
- Be Relaxed

Things Not To Do:

- Interrupt
- Flirt
- Be a name dropper
- Act big headed
- Talk too much



Body Language – Why is this so important???



What message is this guy sending??

- Offer a firm handshake.
- Smile and make eye contact.
- Posture
- Audible voice

Interview Questions

- Listen First

- Are they asking about your:

- * Skills?

- * Education?

- * Experience?

- * Analytical abilities

- * Leadership skills

- * Personal qualities?

- * Best work environment?

- * Motivation?

- * Time management

- * Communication skills

Types of Questions

Information Gathering

Tell me about yourself.

What strengths do you
have for this position?

Situational

Tell me about a
challenging time you
had with a co-worker?

STAR – Situation, task,
action and result

Tell me about yourself?

- Introduction
- Value of your education
- Skills/Experience
- Enthusiasm

What qualifications do you have for this position?

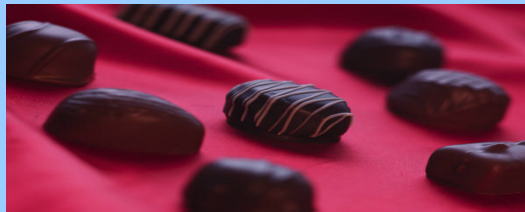
- Skills
- Experience
- Education
- Personal Qualities
- Volunteer or Extra-curricular experience
- Personal life experience

What is your greatest weakness?

We all have weaknesses? Present a weakness that is NOT personal. Pick an area that is not specifically required of the job.

I have used Excel occasionally, but I feel I can get up to speed in no time.

Chocolate!!



Do you have any questions for me?

Signals the end of the interview.

Good questions to ask:

- What would you like to see accomplished in the first month?
- What is the next step in the interviewing process?
- What is the time frame for a decision?

Do not ask about....

- Salary
- Time – off
- Don't ask questions that have been answered in the interview.

Illegal Questions

- Age
- Sex, sexual preference
- Marital status, children
- Race
- Religion
- Citizenship
- Disability

Legal Questions

- Are you authorized to work in the United States?
- Are you able to perform the essential functions of the job?

Salary Negotiations

He who speaks first loses. If you answer:

Too low – You're hired!

Too high – See ya!

Q: What salary are you expecting?



A: Is this a job offer?

A: Given the reputation of the firm, I am open to the wage you are offering.

A: The labor market statistics report a salary range of \$30K to \$35K.

Acinet.org

Salary.com

CRC AAS/AS Wage Survey

Start above your bottom line. Know how much you need to make.

Resources

- The Career Resource Center
 - Videos
 - Interview Simulator
 - Knock em Dead & 101 Tough Interview Questions
 - Mock Interviews
 - www.msn.com
 - www.jobweb.com