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 losses
- 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