

Interviewing Skills

Introduction

Congratulations, you got the interview! Here is your chance to show the employer you are the right person for the job. The interview is the most important part of the job search process because employers make decisions based on your performance in the interview. It is crucial that you possess the proper interviewing skills to be successful. This tutorial will provide you with some of the key information to prepare for successful interviewing.

General Information

Interviews provide an opportunity for the employer to determine how well suited you are for a particular job, and whether you have the necessary skills and abilities. The employer will be looking for your strengths, interpersonal skills, and interest in the position. The interview also helps you decide if the job is right for you. Think of the interview as a two way street- you are checking out and choosing the employer just as much as they are checking out and choosing you.

All interviews are different depending on the interviewer, the position, and the employer. Interviews contain unknown elements so part of your job is to be as prepared as possible to anticipate what the company or interviewer is seeking.

Three Steps for Effective Interviewing

Step 1: Self Assessment

Before you begin to interview you must first take time to assess yourself to determine what skills and abilities you have to offer, and what you want from a job. To gain an understanding of your interests, skills, abilities, and goals you may want to ask yourself some of the following questions. Seeing one of the career counselors, and/or taking FOCUS a computerized test, will help you identify these factors in yourself.

- What are my best skills and abilities?
- What are my weaknesses?
- What type of work environment do I prefer?

- What are my long term career goals?
- What do I really want to do?
- How important is salary to me? Am I willing to travel/relocate?
- What are my values about work?

Step 2: Research

Interviewers tell us that one of the major reasons why students are not selected for a job is their lack of information about the job and employer. Researching the employer before the interview is a must. It will help you understand what the company/organization does and what they might be looking for. Doing research will help you to anticipate questions and show the employer that you are knowledgeable, interested and enthusiastic about the position. Knowing about the employer will impress the interviewer and demonstrate your sincere interest and desire for the job. It will also help you to feel more confident going into the interview because you will be able to gear your answers towards their organization, and you'll be able to answer the question Why do you want to work for us? Here are some suggestions on how to research an employer:

Contact the company or organization directly to ask for information and company literature to be sent to you. Utilize Career and Education Services library to gather information from employer files, directories, and career resource books.

Read all available information such as annual reports, recruitment materials, catalogs, articles, and brochures. Utilize college and public libraries resources. Reference librarians can help you locate information. Also search the periodicals/newspaper indexes for current information about organization/company. Chamber of Commerce's can provide information as well.

- Talk with career counselor or other people who know about the industry.
- Attend any information sessions sponsored by companies who come to campus.
- Network with people who work for the employer,