

ANATOMY OF AN INTERVIEW

Remember: Every employer is looking for
The Most Cost-Effective Employee

I. Entrance

- ◆ Appearance/Packaging
- ◆ Eye Contact
- ◆ Power Opening
- ◆ Smile
- ◆ Handshake
- ◆ Use of interviewer's Name
- ◆ Checklist:

Resumes	Driver's License	Black Pen
Social Security Card	Reference list:	Note Paper
Letters of Recommendation	Names, Job Titles	
	Addresses and	
	phone numbers	

II. Questions Asked of You

- ◆ Practice or role-play questions prior to actual interview.
- ◆ Arm yourself with lists of the strengths, talents, and attributes that you possess.
- ◆ Gear all answers to your being cost effective. Say *nothing negative*.

III. Questions ~~You~~ Ask

Plus any additional information that makes you look good

- ◆ Omit questions related to money, benefits, time off, until after you receive a job offer.
- ◆ Last Question: "When will you be making your decision?"
"How will I be notified?" (May I call you?)

IV. Closing

- ◆ Use employer's name.
- ◆ Thank him/her for their time.
- ◆ Assure them that you would be an asset and/or want very much to work there.

Post Interview

- ◆ Thank you note (hand written or hard copy, and mailed within 24 hours)
- ◆ Any follow-up phone calls that are necessary

INTERVIEW PREPARATION

Checklist

1. Resumes (Copies for any and all interviewers—plus one for you)
2. Two (2) pens with black ink
3. Note paper
4. Traveling directions (or even better --- take a drive run the day before)
5. Driver's License
6. Social Security Card
7. Letters of Recommendation
8. Reference list with Names, Job titles, Addresses, Phone numbers, and E-mails
9. Samples of your work, portfolios or relevant documentation

Last minute tips

1. Arrive ten (10) minutes early. (Ten minutes early is on time; on time is late)
2. Leave your troubles at home. (Do not unload your problems on the employer)
3. Go to the interview alone. (The employer is interested in hiring you – not your friends or relatives)
4. Learn the interviewer's name. Use it in your interview.
5. Know what the company does. (Research the company)
6. Think before answering.

After the interview, ask yourself

1. How did the interview go?
2. Did I present my qualifications well?
3. Did I talk too much or too little? (Never more than two minutes per answer)
4. Was I too aggressive, too passive, or was I properly assertive?
5. What improvements can I make in my next interview?
6. Send a thank you letter.
7. Did I pat myself on the back for being courageous?