



# Interview Preparation

Resume

MySpace/Facebook (digital dirt!)

E-Mail (address, spell check, texting/writing style)

Voice mail

Grades (?)

Resume Builders vs. Resume Fillers

Google Search

# Interview Preparation

Conduct Background Research

Develop a Personal Network

“It isn’t what you know, it’s who you know.”

“It’s not who you know, it’s who knows you!”

Contact Potential Employers

# Interview Formats

Highly Structured

Non-Structured

Semi-Structured

Panel

Behavioral (STAR response)

# The Employment Interview

Dress Appropriately

Know the Organization and the Job

Prepare for Important Questions

Respond to the Employer's Needs

Be Honest

Emphasize the Positive

# Possible Questions

Open Versus Closed Questions

Factual Versus Opinion Questions

Primary and Secondary Questions

Direct and Indirect Questions

Hypothetical Questions

Critical Incident Questions

Leading Questions

# Obligations of the Interviewee

Be on Time

Don't misrepresent the facts or your position

Don't waste the interviewer's time

Give Clear, Detailed Answers

Correct Any Misunderstandings

Cover Your Own Agenda

Monitor non-verbals (hand shake)

# Obligations of the Interviewee

Back Up Your Answers with Evidence

Keep Your Answers Brief

Have Your Own Questions Answered

Rehearsing an Interview

# Interviewing and the Law (BFOQ's)

## Possible responses

- Acceptance Without Comment
- Acceptance With Comment
- Confrontation
- Rationalization
- Challenge
- Redirection
- Refusal
- Withdrawal

# Post Interview Follow-up

It demonstrates common courtesy

It reminds the employer of you

It gives you a chance to remind the interviewer about important information

It can correct any misunderstandings

It can tactfully remind the interviewer of promises made

Do not disparage the organization

