

Effective Interview Skills

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Objectives



- To outline steps of a successful interview
- To review professional interview attire

Before the Interview

- Research the company
- Review frequently asked interview questions
- Connect your answers to need of organization
- Know location, time, date and details of interview; arrive early
- Professional attire appropriate for interview
- Extra copies of resume/references - typed

ACTION STEPS

- Attend workshops
- Practice interviews
- Take a Personality Inventory
- Practice the S.T.A.R technique
- Generate a list of questions
- Prepare and inform references
- Invest in a good business suit
- Purchase a good quality portfolio



During the Interview

- Sell yourself
- Know your audience
- Be enthusiastic
- Listen carefully
- Set yourself apart
- Keep interviewer's attention
- **DO NOT** blame or make negative comments on old employers



ACTION STEPS

- Listen and greet interviewer *(by name)*
- Know sitting etiquette
- Remove gum/candy prior to greeting
- Sit comfortably; maintain good posture
- Prepare for notes; ask interviewer
- Demonstrate a "CAN DO" Attitude
- Use the S.T.A.R. technique
- Maintain good eye contact
- Listen, think, respond
- Close with assurance



After the Interview



- Evaluate Interview
- Thank You Letters
- Follow Up
- Evaluate Offer
- Continue Job Search

ACTION STEPS

- Consider strengths and weaknesses of the interview – Practice those areas
- Send a “Thank You” letter
- Telephone and inquire about position
- Evaluate offers and make decisions
- Begin to prepare for next interview

Guidelines for Interview Dress

- Business suits (dark blue, black, tan, grey)
- Long-sleeved shirts/blouse – white
- Well groomed hairstyle
- Clean, trimmed nails
- Minimal or no cologne or perfume
- Empty pockets
- No gum, candy or cigarettes
- No visible body piercing
- No excessive jewelry
- No cell phones or beepers
- Portfolio or briefcase



Guidelines for Interview Dress

Men

- Silk or acrylic blend necktie w/conservative patterns
- Dark, clean polished shoes (black lace-up)
- Over the calf socks to match suit
- Mustaches and beard trimmed neatly

Women

- Always wear a suit with a jacket
- No high heels
- Hosiery (skin color)
- Clean nail polish
- Minimal make-up
- One set of earrings
- Professional and comfortable

