

BECOME A STAR INTERVIEWER



Whether you are just entering the workforce and this is your first interview, or you have conducted many interviews in your lifetime, being interviewed is stressful.

WHAT'S INSIDE

BECOME A STAR INTERVIEWER
Understand the interview process from start to finish.

BIGGEST MISTAKES
Helpful tips to avoid them.

BEHAVIORAL QUESTIONS
Know how to answer them.

GOLD NUGGET
Tips to help you stand out.

COMPANY FUNCTION AND JOB VACANCIES

If you look at a clock, its function is to tell us the time. The company you are applying for is giving you a look into what they need by listing the job duties, requirements, soft skills, and details. They are giving you 80% success of getting the job. That leaves you with 20% preparation work. How much do you want the job?



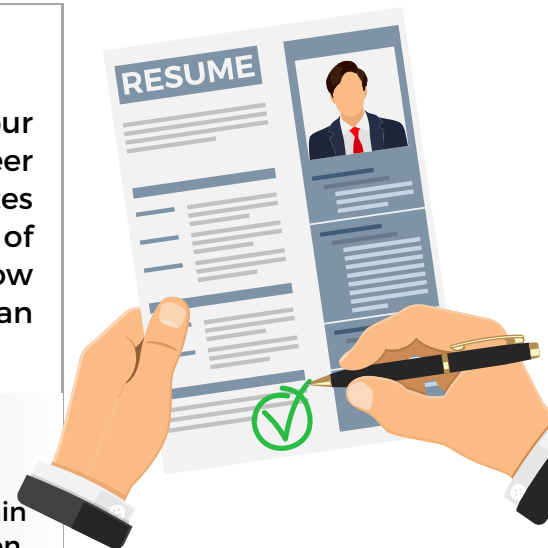
*"The greatest problem in communication is the illusion that it has been accomplished."
George Bernard Shaw*

RESUMES

A resume is your ticket to the interview. The purpose of your resume is to display who you are, what you do, what your career goal is, and what are you doing to pursue that career. It promotes your skills, abilities, knowledge, and experience. It is an overview of the fit for their position and should have clear statements to show how your skills match what the employer needs to receive an interview to help employers narrow down qualified candidates.

COVER LETTERS

Cover Letters give you an opportunity to show your character and explain anything that may be or not be on your resume. It's your introduction, attention grabber, reinforces your enthusiasm, and highlights your experience, qualifications, and skills.





BIGGEST INTERVIEW MISTAKES

1. No preparation.
2. Not being able to communicate during the interview.
3. Not being able to answer the behavioral questions.
4. Being too nervous.
5. Not knowing where you are going.



PRO TIP

When you are called for your next interview, ask them what type of interview it will be and where it will be located. By an employer's assumption, your thoroughness in preparing will transfer to your performance on the job. Use Google Maps to do a trial run the day before to see how long it will take you to get there.

While being interviewed, we feel as if we are under a spotlight of pressure. What we say and don't say, or do and don't do, will be counted against us and could ruin our chance of getting the job. Understanding what an interview is, how to prepare, and how to communicate will help your confidence grow for your next interview. Remember why you are a qualified candidate and what you would do for them if given the opportunity.



REGAIN YOUR CONFIDENCE

You are a service provider. The company is seeking a candidate that can provide the services they are needing. If hired, they will compensate you for your services that you provide for their organization.

An interview is a conversation between the interviewer(s) and the interviewee, where questions are asked to help narrow down the qualified candidates to find the one best suited for the job. You also will ask questions to see if they are the right work environment for you. This will help to relieve the pressure and bring more confidence to the room.

If you use the clock analogy and can visualize what parts of the clock are designed for what purpose, you can now go back and look at the job description and look at their website to see what they are needing. Within an organization, each employee has a specific role and function - cooperative and coordinated effort on the part of a group of persons acting together as a team in the interests of a common cause.



“ TELL ME A LITTLE BIT ABOUT YOURSELF ”

This is the first question at every interview. It is an open-ended question, and your response could go on forever. If a company teaches their employees an elevator pitch so that they can be prepared to answer who they are and what they do at any time, then why do we as service providers not come up with our own?

What can you say about yourself, work ethic, passions, projects, accomplishments, and career goal within 2 or 3 sentences?

You could respond to the open-ended question with a power statement. How you answer this question will dramatically keep your confidence through the interview.



DRESS TO IMPRESS

Is not just your clothing - your clothing should be an accessory to your confidence in your abilities and knowledge.

Let's think for a moment. You are at a doctor's office. They are dressed correctly and look the part. You look around the walls and see their certificates, but they have no confidence in their abilities to treat you. How confident are you in their diagnosis?

Regardless of the work environment you are applying for, remember these basic tips when thinking about what to wear to an interview.

Keep your outfit simple. Make sure it is clean without wrinkles, holes, or wear-and-tear. Choose colors that are classic and timeless, such as black, navy blue, gray, or beige. Choose simple jewelry and accessories, and avoid wearing too much makeup and cologne. Wear appropriate closed-toe shoes. Make sure your hair is clean and neatly styled - avoid bright and unnatural colors.

Your personal hygiene, what you wear, and your attitude are a huge part of how serious you are.

BEHAVIORAL QUESTIONS

These questions are not there to catch you off guard, but were designed to help employers to understand your likely future behavior based on specific experiences from your past.

Using the **"START" Method** will help you to communicate your answer to their questions.



“START” METHOD

Detail the **S**ituation. Describe the **T**ask, expectations, or challenge. Explain your specific **A**ction. Highlight the **R**esult and **T**ake-away of the situation.

Let’s practice! “Give me an example of a time that you had a conflict at work.”

Situation: _____

Task: _____

Action: _____

Result: _____

Take-away: _____

Self-Awareness

Reflect on yourself and apply that knowledge

Be Authentic

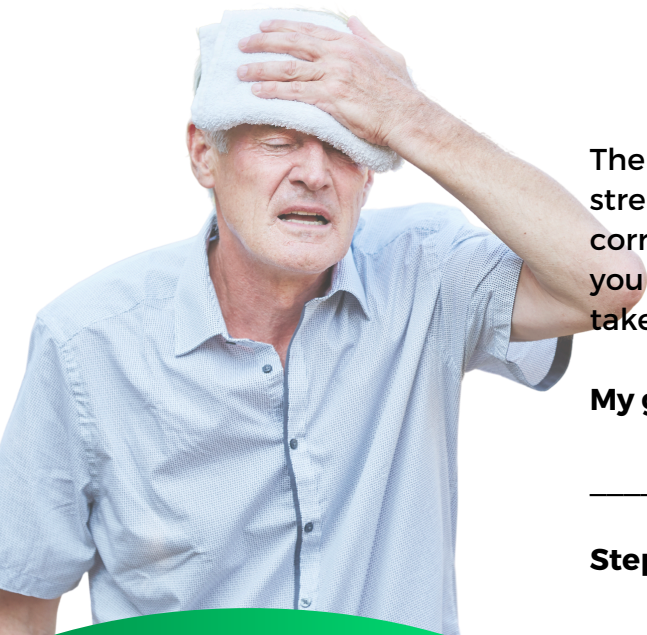
Your responses will be genuine versus sounding like generic responses

Confidence

Feel confident while answering their questions

Examine

Examine yourself and avoid self-doubt

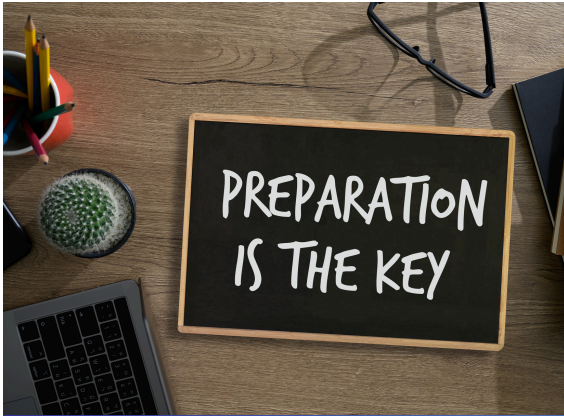


“WHAT IS YOUR GREATEST WEAKNESS?”

The key is to recognize that a weakness is a downside of a given strength. Examine your weaknesses and think of steps to correct them. This process will show your future employer that you have self-awareness, are coachable, and that you have taken the time to grow.

My greatest weakness:

Steps to correct it:



INTERVIEW PREPARATION

Look up the company's website. What is their mission statement? What do they do? Assemble a clean folder with a few copies of your resume, letters of recommendation, notepad, and pen. On the notepad, write your mission statement, their mission statement, greatest weakness and steps to correct it, and questions you would like to ask.

DAY OF THE INTERVIEW

- Be aware of how you handle yourself in the parking lot and lobby.
- Start off confidently, your first impression is right here, right now.
- Make and maintain good eye contact. Keep a pleasant smile.
- Introduce yourself and offer to shake their hand.
- Give each interviewer a copy of your resume.
- Sit when asked, not before.
- Be comfortable and speak clearly and slowly.
- Try to answer each question while leaning slightly to show you are engaged and communicate what you can do if given the opportunity.
- Be positive and enthusiastic.
- Never complain about past employers.
- Take notes.
- Watch your body language, we don't always communicate with our words. We also use facial expressions, hand gestures, and eye contact.



When an interviewer asks "Do you have any questions for me?" we are usually ready for the interview to be over due to losing our confidence thinking we messed up at the first question.

Here are a few questions you could ask:

- Is this a new or vacant position?
- What would you like to see accomplished in this job that hasn't been already?
- How is performance measured?
- Would you tell me a little bit about your experience with the company?

GOLD NUGGETS

During the interview, ask for your interviewer's email address. This will give you an opportunity to thank them for their time, show your character, answer any questions, or ask any questions that you forgot during the interview. This will help you to stand out from the other candidates.

