Stand Out!

Interview Tips For Success!

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Do you stand out from the crowd!?
What Employers Look For

- Relevant skills/experience
- Critical-thinking/judgment
- Initiative
- Flexibility/Adaptability
- Resourcefulness
- Positivity
- Team Player
- Results/customer-orientation
Topics

What employers look for

Interviewing Tips

Mock Interview

Q&A
Telephone Interview Tips

Be ready for the call!

Speak slowly/loudly

Stand up!

Smile/enthusiasm (mirror)

Silence/clarify for understanding

Take notes/use your notes!

Ask for contact information
Interview Briefcase

What to Bring

- Three copies of your resume
- List of professional references
- Work samples
- Recommendation letters
- Certificates/awards
- List of written questions
- Job history details (for application)
Interview Etiquette

• Silence phone
• No gum
• Professional attire
• Bring binder/portfolio
Communicate your Agenda!

List your top three job-related qualities (talking points)

For example:

**Software Engineer** (key skills)

- C++ coursework
- Able to meet tight deadlines
- Strong collaboration skills

“I have C++ coursework, am good at meeting deadlines and I enjoy collaborating with others”
Interview Tip #2

Memorize 5 - 7 “Success Stories”

Apply to Behavior-based questions:

- Situation
- Action
- Result
## Sample “Success Story”

<table>
<thead>
<tr>
<th>Situation</th>
<th>Company needed to hire 20 people in 30 days</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action</strong></td>
<td>I scheduled and arranged two Open House events yielding 100 interviews</td>
</tr>
<tr>
<td><strong>Results</strong></td>
<td>We made 21 hires in four weeks</td>
</tr>
</tbody>
</table>
Selecting Success Stories

How do I come up with great ‘Success’ Stories??

What are you proud of?

What have you done that you can measure?

What BIG things have you accomplished?

What have you done in your field?

When did you deal with a difficult colleague?
Interview Tip #3

Ask Questions

You MUST ask at least one question!

“So, what do I ask??”
Show interest/focus in CURRENT company success!

“I read in the business journal your company is offering a new product....”

Ask great questions

She’s done her homework. Impressive.
Ask Personal Development Questions

Show interest/ focus on **YOUR** future success in the position!

- “What will you expect me to accomplish in the first 60 to 90 days?”
- “What are the common attributes of your top performers?”
- “If this works out, in one year, how will I know it’s been successful year?”
- “Is there anything else you need from me in order to move this forward?”
- Ask about job factors to help you choose between multiple offers
Topics

- What employers look for
- Interviewing Tips
- Mock Interview
- Q&A
1. Tell me about yourself.
2. Why are you interested in xyz position?
3. What experience do you have with xyz?
4. Give me an example when you provided outstanding service.
   (Situation, Action, Result)
5. Tell me a time you solved big/tech. challenge (situation/action/result)
6. Describe a tough decision you made. Process? Outcome?
7. How much money are you looking for?
Recap

What employers look for

Interviewing Tips

Mock Interview

Q&A
You Must and you **CAN** stand out from the Crowd!

Questions?