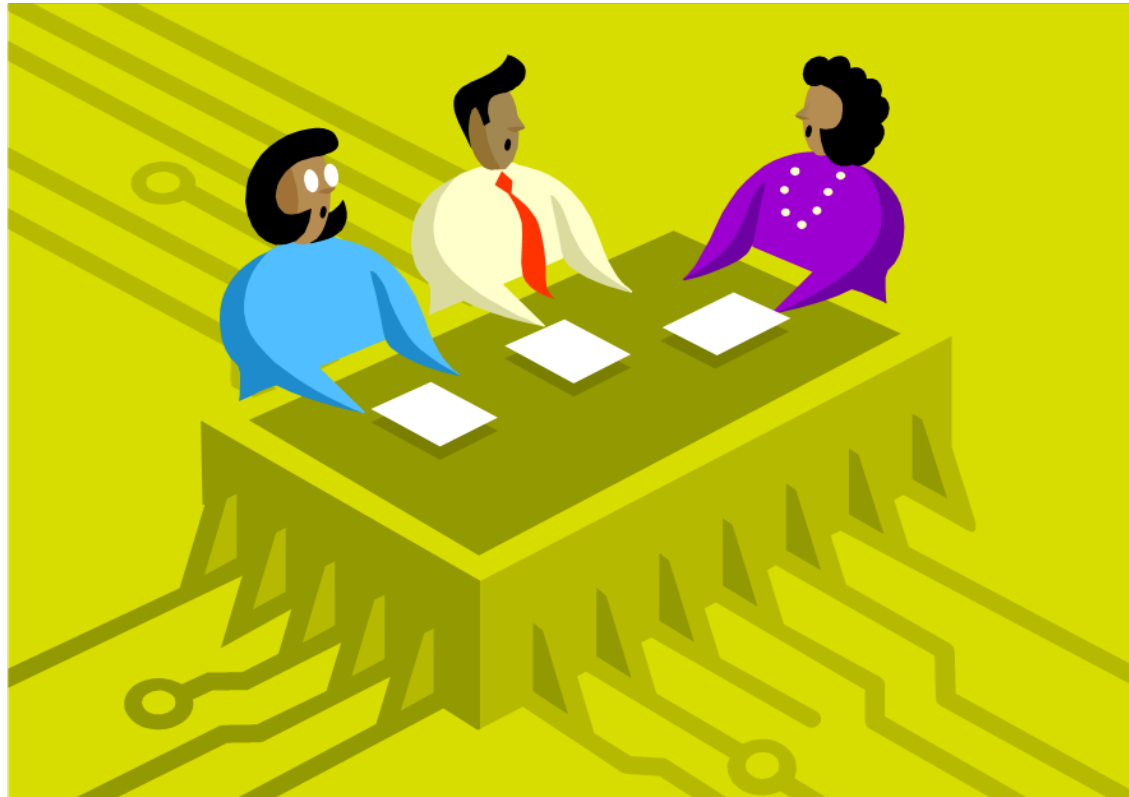


INTERVIEWING TECHNIQUES

CCBC Career Development Services

www.ccbcmd.edu/employment/online

Strategies For Success





KNOW YOURSELF

Self-Assessment

- Review your strengths and weaknesses
- Review your accomplishments, skills and qualifications
- Review your education and experience



RESEARCH THE EMPLOYER

- DO YOUR HOMEWORK
 - Research, Research, Research
 - Research the company
 - Learn about their products and services
 - Learn about their history and mission
 - Learn about their culture, the dress code, management whenever possible



Top 10 Personal Characteristics Employers Seek in Job Candidates

- **Communication Skills**
- **Motivation/Initiative**
- **Honesty/Integrity**
- **Self-Confidence**
- **Flexibility**
- **Interpersonal Skills**
- **Strong Work Ethic**
- **Teamwork Skills**
- **Leadership Skills**
- **Enthusiasm**



PREPARATION

- Practice, Rehearse, Review
- Plan your wardrobe
- Know where you are going
- Prepare questions
- Organize what to bring



THE INTERVIEW

- Be aware of nonverbal communication
- Be assertive and enthusiastic
- Always be honest and accurate
- Avoid negative comments about yourself or past employers
- Give a firm handshake and maintain good eye contact



FREQUENTLY ASKED QUESTIONS

- What do you know about our company, it's products or services?
- Tell me about yourself
- Where do you see yourself in 5 (or 10) years
- Why should we hire you?
- Can you describe several strengths and weaknesses



BEHAVIOR-BASED INTERVIEWS

- Describe how you might deal with a difficult co-worker or supervisor
- Describe how you handle multiple tasks
- Describe how you respond to criticism from a classmate, a professor or a co-worker



QUESTIONS TO ASK EMPLOYERS

- Can you tell me a few specific responsibilities of the position?
- Do you generally promote from within the organization when possible?
- What qualities do you think are the most important for this position?
- Who would be supervising the candidate?



DO NOT ASK

- What is the salary?
- What are the benefits?
- How soon will I be promoted?
- How much vacation time will I get?



END ON A POSITIVE NOTE

- Thank the employer for their time
- Reiterate your interest in the position
- Add any details you might have forgotten
- Obtain business cards or correct spelling of the names of all who interviewed you
- Write a thank you note to all who interviewed you and send it within 48 hours of your interview



Job Interview Checklist

- I can list 5 things about myself that make me a good candidate
- I can discuss in detail each item on my resume or job application
- I can list the skills and experience that qualify me for this job
- I have the training and education that qualify me for this job
- If I am asked for references, I have the names and phone numbers of at least 3 individuals who have agreed to be my reference. I have contacted these references to let them know they might be called.
- I am dressed properly for the interview
- I have directions and have made transportation arrangements so I can arrive to the interview at least 10 minutes early
- I have prepared some questions to ask the interviewer
- Whenever possible, find out the name of the person who will be conducting the interview.