

AISD Dan Dipert Career & Technical Center

EMPLOYMENT MENTORING PROGRAM

Interview Skills



Arlington Highlands Rotary Club

Introduction

Name

Organization

The Interview Process



- The hiring process
 - From your perspective
 - It starts when you identify a job you're interested in and send them a resume or otherwise contact them
 - From the employer's perspective
 - The first step is normally a review of your resume
 - If your resume is acceptable, the second step is normally an interview
 - If your interview is successful, then the third step is normally a salary negotiation

The Interview Process



- What is the purpose of a job interview?
 - Job interviews accomplish two things
 - It offers the employer valuable insight into your personality and abilities
 - It allows you the chance to discern whether your credentials and career goals match up with what the employer is seeking

The Interview Process



- Interview settings
 - Telephone interviews
 - Digital interviews
 - Skype, etc.
 - Face-to-face interviews
- Telephone and digital interviews are normally done to save time or money
 - May be part of an initial interview process
- Face-to-face interviews are most common

The Interview Process



- Entry level or lower level position interviews are normally fairly short
 - As little as 15 minutes
- Higher level or management position interviews are normally much longer
 - At least an hour and perhaps longer
- Interviews may include one to three or more interviewers
 - Position's supervisor
 - HR manager
 - Technical specialist

Interviewing



Questions?

Interviewing

Preparing For An Interview



Preparing Yourself for an Interview

Name

Organization

Interviewing

Preparing For An Interview



○ Appearance

- Overall appearance should be very neat and businesslike
 - Dress for success!
 - Your clothing should be appropriate for the job interview
 - No t-shirts or blue jeans
- Your clothes should always be clean, pressed and presentable
- Cover tattoos and remove body piercings to the extent possible
- Minimize the amount of jewelry you wear
- Keep your pockets as empty as possible to avoid jingling coins or keys

Interviewing

Preparing For An Interview



- Personal hygiene
 - Bathe
 - Be neat and clean including teeth, fingernails and face
 - Hair should be well groomed
 - Men's facial hair should always be clean shaven or well trimmed
 - Makeup tastefully done and not excessive
 - Use light perfume or cologne (or none)

Interviewing

Preparing For An Interview



- Research the business before your interview
 - Learn their Mission Statement
 - Who here knows the Mission Statement for AISD?
 - Know what they do
 - Learn some key facts about their business
 - Know what they consider to be their key discriminators
 - Know their job opportunities
 - Know the requirements for those opportunities
 - Be able to show how you are a good match
 - Be able to communicate your positive points
 - How do your skills match up with their job requirements
 - Be ready to express your desire for the job

Interviewing

Preparing For An Interview



Questions?

Interviewing

During the Interview



Participating in an Interview

Name

Organization

Interviewing

During the Interview



○ General guidelines

- Always be on time
 - There is no such thing as being fashionably late
 - When people have to wait on you, you're saying that your time is more important than theirs
- Always be respectful
 - Refer to the interviewers as Mr. or Ms. unless told to do otherwise
 - Always say yes sir and no sir or yes ma'am and no ma'am
 - Showing respect costs you nothing and yet will pay significant benefits
- Turn your cell phone off (not just silent or vibrate)
- Do not bring tobacco, chewing gum, coffee, sodas or water into the interview with you

Interviewing

During the Interview



- Greeting the interviewers
 - Always offer to shake hands when meeting the interviewers
 - It is an offer of friendship when meeting someone new
 - It is recognition when meeting someone you already know
 - Smile
 - Keep smiling because it brightens everyone's day
 - Smiling lets others know that you have confidence in yourself
 - Happier-looking people are automatically judged to be more trustworthy
 - Be friendly and courteous to everyone involved in the interview

Interviewing

During the Interview



- General attitude
 - You should show that you are interested in the job
 - Be enthusiastic about the interview process
 - This is an opportunity for you to shine!
- Speaking ability
 - Exhibit good oral communication skills
 - Speak clearly and distinctly while using good sentence structure
 - Use proper English and grammar
 - Use words in proper context
 - Use the proper volume to convey a business tone
 - Do not whisper!

Interviewing

During the Interview



- Use good posture
 - Sit up straight
 - Look relaxed and confident
 - Good posture shows that you are attentive and interested
 - Poor posture leads people to believe that you are bored or disinterested
- Maintain eye contact
 - Maintain eye contact with interviewers as much as possible
 - Eye contact is a form of nonverbal communication and is thought to have a large influence on social behavior
 - Eye contact is thought to be a meaningful and important sign of confidence, respect, and social communication
 - When two or more individuals talk, the person that is talking is accustomed to being looked at
 - This means that when an interviewer is talking to you, he or she expects you to be looking at them

Interviewing

During the Interview



- Body language
 - Don't fidget
 - Don't move around in your seat
 - Don't twiddle your fingers or thumbs
 - Don't play with pens, pencils or other items
 - Use appropriate physical gestures, facial expressions and body movements to show interest in the interview process
- Actively listen
 - If you are talking, you are not learning

Interviewing

During the Interview



- When answering the interviewers' questions, sell yourself!
 - Express your interest in the job!
 - Be very familiar with your personal and professional assets
 - Express confidence
 - Know that you are valuable!

Interviewing

During the Interview



- For the Practicum Interview, these are the four ranking factors on each question
 - Student answer included discussion of their involvement in a situation related to question
 - Student described the tasks involved in the situation related to question
 - Student specified the actions taken in the situation to complete the tasks and achieve results
 - Student described the results that followed their actions

Interviewing

During the Interview



Questions?

Interviewing

Questions You May Encounter



Typical Interview Questions

Name

Organization

Interviewing

Questions You May Encounter – Summer



- What brings you to (D&B's, Papasito's, Six Flags, Abercrombie & Fitch) today?
- What kind of job are you looking for?
- Have you worked in this field before?
- What does your family think about you taking this job?
- What school activities are you involved in?
 - If none, why not?
 - If yes, how much time do you spend on those activities each week?
 - Is that going to affect your ability to do well on this job?

Interviewing

Questions You May Encounter – Summer



- How old are you?
 - If under 15, have you already looked into getting a work permit?
 - Will your parents give you permission to take this job?
- Will you be able to work during the school year or is this just a summer job?
- Will you be interested in coming back here next summer or will you be looking for other employment?
- Are you interested in advancement?

Interviewing

Questions You May Encounter – Summer



- Do you use social media such as or Facebook, Twitter, Instagram or Snapchat?
 - If no, that's interesting because over 88% of all high school teens have a Facebook account
 - If yes, what is your Facebook account name?
 - When you get a friend request from us, you will need to accept it immediately. Any problem with that?
 - If Twitter, what is your Twitter handle? Any problem with that?
 - If Instagram, what is your phone number for Instagram? Any problem with that?
 - If Snapchat, what is your Snapchat username? Any problem with that?

Interviewing

Questions You May Encounter – Summer



- Do you have reliable transportation?
- There is no public transportation in Arlington. How will you get to and from work?
 - What is your secondary method of transportation?
 - What is your third, fourth and fifth?
- What would you do if your transportation had a flat or didn't show up on time?
- Do you know of anything that might prevent you from being to work on time?
- How many hours a week do you want to work?
- Are you willing to work overtime if needed?
- What days or hours are you not available for work?

Interviewing

Questions You May Encounter – Summer



- What date are you available to start work?
- Are you okay with working on holidays?
- What does “punctuality” mean to you?
- What does “cooperation” mean to you?
- What does “work ethic” mean to you?
- Where do you see yourself in a year?
- Tell me about a time when you encountered a difficult person and how you handled or reacted to the situation?

Interviewing

Questions You May Encounter Post Grad



- Why do you want to work here?
- Have you had previous employers?
 - Where did you work?
 - What would they say about you as an employee?
- Why are you interested in changing jobs?
- What are your strengths?
- What are your weaknesses?
- What do you think you could bring to my team that someone else couldn't?
- What do you know about what we do here?

Interviewing

Questions You May Encounter Post Grad



- Have you ever won any awards?
 - If so, tell me about them.
- Have you ever earned any certificates?
 - If so, tell me about them.
- Do you use social media such as or Facebook, Twitter, Instagram or Snapchat?
 - If yes, what is your Facebook account name?
 - When you get a friend request from us, you will need to accept it immediately. Any problem with that?
 - If Twitter, what is your Twitter handle? Any problem with that?
 - If Instagram, what is your phone number for Instagram? Any problem with that?
 - If Snapchat, what is your Snapchat username? Any problem with that?

Interviewing

Questions You May Encounter Post Grad



- Describe a difficult situation you had at work and how you handled it.
- Describe your best boss and your worst boss.
- How would you handle it if your boss was wrong about something?
- Do you prefer to work alone or on a team?
- Give some examples of teamwork.
- What does “punctuality” mean to you?
- What does “cooperation” mean to you?
- What does “work ethic” mean to you?
- Where do you see yourself in a year?

Interviewing

Questions You May Encounter Post Grad



- What major challenges have you handled?
- What date are you available to start work?
- Are you okay with working on holidays?
- Tell me about a time when you encountered a difficult person and how you handled or reacted to the situation?
- What are you looking for?
- What do you want to do?
- How long do you plan to work here?
- What do you want to get out of this job?
- What are your career goals?

Questions?