The Interview

Center for Career & Civic Engagement
Winthrop University
Before the interview

- Practice your 60 second intro
60 Second Introduction

- Your first opportunity to set the stage for the interview and make sure that you are selling what the interviewer needs.

- So…tell me a little bit about yourself…

PAST  PRESENT  FUTURE
Before the interview

- Practice your 60 second intro
- Be prepared for common interview techniques, use STAR format
**Behavioral Interviewing**

- Past Performance = Future Behavior
- Questions are typically looking for you to give solid examples that can demonstrate:
  - Decision-making
  - Problem-Solving
  - Communication Skills

- “Tell me about a time….”
STAR Stories

• Situation
  ◦ What was the situation you were presented with?

• Task
  ◦ What was the task you needed to do?

• Action
  ◦ What action did you take that demonstrates the skill or trait?

• Result
  ◦ What result did you achieve? (Try to quantify!)
Other Common Questions

- What is your greatest strength?
- What is your greatest weakness?
- What are your career goals?
- Where do you see yourself in 5 years?
- Why should we hire you?
Before the interview

- Practice your 60 second intro
- Be prepared for common interview techniques, use STAR format
- Research the school system you are interviewing with
Research

- Know something about the school system
  - Past awards
  - Special Programs
  - Recognitions
- Current trends/issues
  - Be up to date on current education issues
Before the interview

- Practice your 60 second intro
- Write out your STAR stories and rehearse them
- Research the school system you are interviewing with
- “The Drive By”
Drive By

- Know where your interview is
- Practice driving the route from your starting point to the destination
  - Time yourself
  - Locate parking
Before the interview

- Practice your 60 second intro
- Be prepared for common interview techniques, use STAR format
- Research the school system you are interviewing with
- “The Drive By”
- Pick out an appropriate outfit
Dressing for Success

Goal is to look professional and conservative

WOMEN:

- Suit with a jacket and skirt or slacks
- Conservative hosiery, nail polish color and makeup (if any)
- Cover/take out body piercings and tattoos
- Minimal perfume
- Closed toe shoes no more than two inches high (black, brown, navy)
- Be aware of skirt length
- No cleavage!
Dressing for Success

MEN:

- Two-piece suit (preferably dark, solid color)
- Neatly groomed hair (beard and/or mustache included)
- Cover/take out body piercings and tattoos
- Minimal cologne
- Shirt should be long sleeved and lighter than suit
- Tie should be darker than shirt
- Polished black or brown shoes
- Avoid loud, busy colors

You only get one chance to make a first impression.
Before the interview

- Practice your 60 second intro
- Be prepared for common interview techniques, use STAR format
- Research the school system you are interviewing with
- “The Drive By”
- Pick out an appropriate outfit
- Print several copies of your resume
Things to Avoid

- Profanity
- Slang/Informal Language
- Vague Answers
- Saying too much/too little
- Filler words (ya know, um, etc.)
- Defensive Answers
- Exaggerating/Lying
- Discussing salary in the first interview
Things you **SHOULD** Do

- Arrive 10-15 minutes early
- Be friendly and respectful to every person you see and meet – SMILE!
- Shake hands and make eye contact
- Be aware of non verbal communication
Non Verbal Communication

- Eye contact
- Facial expressions
- Posture
- Gestures
- Space
Things you SHOULD Do

- Arrive 10-15 minutes early
- Be friendly and respectful to every person you see and meet – SMILE!
- Shake hands and make eye contact
- Be aware of non verbal communication
- Have questions prepared for the interviewer(s)
Questions to Ask

- What will my responsibilities be?
- What do you like most about working here?
- Where does this position fit into the organization?
- What is the typical career path for this position?
- Do you promote professional development?
- What is a typical day like for you?
Closing & Follow-Up

- Reiterate your abilities and how you would fit into the organization
- Thank the interviewer(s) for their time
- Send a thank you letter to each interviewer (hand written is best!)
  - Ask for a business card to make this easier
Questions?