



# *Interviewing Workshop*

# First Impressions

The first words you speak count

- It is a pleasure meeting with you
- Thank you for scheduling this time to meet

Walk with vigor and show confidence

- People who walk 10% faster than they normally do are perceived as getting more done

# Dress for Success

From head to toe should reflect impeccable grooming. Your hair, collar, tie/scarf and other accessories should be a reflection of the quality person you are.

It is a fact of life that we do “judge books by their covers.” To be marketable in business today, your image is as important as what you know. You must “fit in.”

# Image Tips for Men

## Suits

- Invest in a conservative color (black or navy)
- Jacket and trousers should coordinate
- Check for proper fit
- Best investment; worsted or gabardine wool
- Do the wrinkle test

## Shirts

- Long-sleeve white shirt is the best option
- A light blue is an alternative
- Shirts in 100% cotton are a good investment
- Have it professionally ironed for the interview

# Image Tips for Men - continued

## Belts and Shoes

- Leather belts in black and burgundy to match your shoes are good investments
- Wing-tips portray a more conservative image than tassel loafers
- Wear socks that cover your calf and match your trousers

## Ties

- The smaller the pattern, the more authority you will project.
- Use a power color (yellow or red) in the pattern
- The tip of the tie should barely touch the top of your belt buckle
- The knot should be small

# Image Tips for Women

## Suits

- Navy, gray, taupe and black are all good suit colors to invest in when building a wardrobe
- Skirts should be no shorter than 2 inches above the knee; worsted wool is the best

## Dresses

- Suits show more authority but a dress is a second option
- Conservative colors are best
- No shorter than 2 inches above the knee
- Wrinkle free fabric is best
- Keep with classic styles

# Image Tips for Women - Accessories

- Shoes should be darker than the suit and be at least a one inch heel
- Hosiery should match skin tone
- Keep accessories to a minimum
- Hair should be away from the face
- Make-up should look natural
- Choose one: handbag or briefcase, not both

# Image Tips for All

- Keep it conservative
- Do not wear cologne/perfume or hand lotion
- It feels like a uniform because it is a uniform
- Be aware of the details: shine your shoes, touch-up nail polish, etc.)

# Body Language

According to sociolinguists at Stanford University, body language accounts for 55% of a first impression!

- Use good posture
- Give a firm handshake (regardless of sex)
- Lean forward while listening and answering questions
- Hands above board / Hand movements
- Make eye contact

# Voice Image

- Speak with confidence
- Speak clearly and concisely
- Project your voice so that you are heard

# Be Prepared

You should have a briefcase or portfolio containing the following:

- A note pad
- Two pens
- Extra resumes and reference sheets
- Letters of recommendation (if applicable)
- Work samples (if applicable)
- Educational transcripts
- Special note for women: extra hosiery
- Note to all: cell phones off

# Interview Checklist

- Arrive 15 minutes early
- Dress should be appropriate
- Know the interviewer's name and pronunciation
- Extend a warm greeting and handshake
- Good eye contact
- Enthusiasm
- Knowledge of the company, industry, and position
- Ready to answer and ask questions
- Don't be intimidated
- Wait to be asked to have a seat

# Central Themes of Questions

- Suitability
- Credibility
- Capability
- Compatibility
- Affordability

# How will the questions be asked?

## Problem-solving

Don't find the "right answer" - show them you know the right way to come up with the answer

- *Listen to what is being asked*
- *Ask clarifying questions*
- *Respond by first explaining how you'd gather the data needed to make an informed decision*
- *Discuss how you'd use that data to generate options*
- *Finally, based on the data, the available options, and your understanding of the open position, explain your recommendation*

# Questions

## Behavior-based questions

Behavior is the best predictor of future performances

- *Don't tell a story that will hurt you*
- *If you don't understand a question, ask for clarification*
- *Explain what you hoped to show from your story*
- *Ask for feedback*

## Unrelated questions

Try your best to make it related

- *Who would you want with you if you were stranded on a deserted island?*

– A boat builder thus showing your resourcefulness

# How Do You Formulate Your Answers?

**S:** situation

**T:** task

**A:** action

**R:** result

# Interview Types

- Screening interviews
- Sequential interviews
- Group interviews
- Stress interviews (take control)
- Performance interviews (showcase your skills)
- Testing
- Computer-assisted interviews
- Mealtime interviews
- Out-of-town interviews



## Handling negatives or objections

- Be positive - never complain
- Recognize stereotypes and biases
- Stress your strengths
- Use examples that show your reasons and motivations - avoid yes or no answers
- The underlying question is always “why should I hire you” - give them reasons

# Discussing a weakness

- Discuss a negative which is not related to the job
- Discuss a negative an employer already knows, but make up for it in another way
- Discuss a negative you have improved upon
- Discuss a negative that can become a positive



# Illegal Questions

Most employers are familiar with the laws regarding what questions they can ask and what they can not ask.

If you feel a question is inappropriate, don't get upset and refuse to answer. Ask in a polite and respectful manner "Can you tell me how that pertains to the job?"

# Asking Questions

- You should have questions prepared. It is your chance to interview the interviewer.
- Don't ask questions that can be readily found on company brochures.
- Ask questions that will directly affect you or show your interest in the company's success.

# The Close

- Thank them for their time
- Restate your interests and strengths
- Ask what type of follow-up you should expect
- Send “thank-you” notes to each interviewer

**Questions? Contact Us...**

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