Interviewing

Tips for Success
**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

<table>
<thead>
<tr>
<th>Suits</th>
<th>Shirts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invest in a conservative color (navy or gray).</td>
<td>Long sleeve white shirt is</td>
</tr>
<tr>
<td>Jacket and trousers should coordinate.</td>
<td>the best option</td>
</tr>
<tr>
<td>Check for proper fit.</td>
<td>A light blue is an alternative</td>
</tr>
<tr>
<td>Best investment; worsted wool or wool gabardine</td>
<td>Shirts in 100% cotton are</td>
</tr>
<tr>
<td>Do the wrinkle test</td>
<td>a good investment</td>
</tr>
<tr>
<td></td>
<td>Have it professionally ironed</td>
</tr>
<tr>
<td></td>
<td>for the interview</td>
</tr>
</tbody>
</table>
**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 trouser.

**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

<table>
<thead>
<tr>
<th>Suits</th>
<th>Dresses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy, gray, taupe and black are all good suit colors to invest in when building a wardrobe.</td>
<td>Suits show more authority but a dress is a second option.</td>
</tr>
<tr>
<td>Skirts should be no shorter than 2 inches above the knee.</td>
<td>Conservative colors are best.</td>
</tr>
<tr>
<td>Worsted wool is the best.</td>
<td>No shorter than 2 inches above the knee.</td>
</tr>
<tr>
<td>Wrinkle free fabric is best.</td>
<td>Keep with classic styles.</td>
</tr>
</tbody>
</table>
Accessories

• Shoes should be darker than the suit and be at least a one inch heel
• Hosiery should be skin tone
• Keep accessories to a minimum
• Hair should be away from your face
• Make-up should look natural
• Choose one; handbag or briefcase not both
Image Tips for All

• Keep it conservative
• Do not wear cologne or perfume
• It feels like a uniform because it is a uniform
• Be aware of all details (the shine on your shoes, nail polish chips, etc)
Body Image

Use good posture
Give a firm handshake (regardless of sex)
Lean forward while listening and answering questions
Hands above board
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 erasable pens
- Extra resumes and reference sheets
- Letters of recommendation (if applicable)
- Educational transcripts
- Work samples (if applicable)
- Special note for women- extra hosiery
Interview Checklist

Arrive 15 minutes early
Dress should be appropriate
Know the interviewer’s name and pronunciation
Extend a warm greeting and handshake
Wait to be asked to have a seat
Good eye contact
Enthusiasm
Knowledge of the company, industry, and position
Ready to answer and ask questions
Central Themes of Questions

Suitability
Credibility
Capability
Compatibility
Affordability
How will the questions be asked?

Straight forward
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
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, clarify*
  • *Explain what you hoped to show from your story*
  • *Ask for feedback*
  • *Don’t be intimidated*

Unrelated questions
Make 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?

\[ \textbf{S:} \text{ situation} \]

\[ \textbf{T:} \text{ task} \]

\[ \textbf{A:} \text{ action} \]

\[ \textbf{R:} \text{ result} \]
Interview Types

Screening interviews
Sequential interviews
Group interviews
Stress interviews (take control)
Performance interviews (show case 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 questions is always “why should I hire you” - give them reason
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 on
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 the question “Can you tell me how that pertains to the job” in a polite and respective way.
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 shows your interest in the companies 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
Career Services
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(410) 955-3034
Email: Careers@jhsph.edu