

Notre Dame Parish Career Enrichment Ministry



Interview Workshop

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The Notre Dame Career Enrichment Ministry committee is comprised of members of the Notre Dame community who have experienced the challenges of career transition.

The suggestions and guidelines offered in these workshops are based on the research and experiences of the committee members. These views do not necessarily represent the views of Notre Dame Parish.

This presentation will be available on the Notre Dame website:
www.notredamenhp.org

Please place all cell phones and pagers on silent mode

Types of Interviews

- Video Interviews
- Telephone Interviews
- Face-to-Face Interviews

Video Interviews

- An interview where a candidate is interviewed by means of a video conference.
- You will mostly like be interviewing in a professional video conference environment (not from a web cam on your home computer).

Video Interview Tips

Advance Planning

- Make sure that you send any materials (resume) that the recruiter needs in advance
- Arrive early so you have time to get situated
- Ask for assistance if you're not sure how to use the equipment. Even if you think you can figure it out, ask for a quick overview.

Dress

- Dress professionally. Wear the same interview attire you would for an in-person interview

During the Video Interview

- Make sure the table is neat.
You don't want to distract the interviewer.
- The microphone picks up all the noise in the room. Don't tap your pen or shuffle papers.
- Make eye contact with the camera.
Look at the desk, and the camera will be focused on the top of your head.
- Use the Picture-in-Picture feature so you can see how you appear.

The Video Interview Process

- The interview process will be the same as an in-person interview. The interviewer's objective (to screen candidates for employment) is the same.
- You will be asked the same type of interview questions . Be prepared to ask questions, as well.
- If you're not sure about how the interview is proceeding, it's fine to ask the interviewer how you are doing.

Video Interviews

- Your answers will be weighed and selection decisions will be made, just as they would if the interview was in-person
- Interviewing successfully, however it takes place, is the key to getting hired

Telephone Interviews

- Cell Phone
 - List your cell phone number on your resume so that you will be the one who answers the phone
- Home Phone
 - Coach the family on how to answer phone.
 - Try to answer yourself (caller ID)
 - Make sure the phone is in good working order with plenty of battery life
- Store pen, paper, and resume near the phone
- Write down the caller's name
 - Use it respectfully

Telephone Interviews

- Relax - Stand or Sit Comfortably
- Do not speak in a monotone
 - Vary your tone as in a face-to-face interview
- Clarify questions you do not understand
- Do not speak too fast
- Smile as you speak
 - You will sound friendlier

Face-to-Face Interviews

BEFORE THE INTERVIEW

- Accept all interviews
- Interviewing is a learning process
- The more you are interviewed, the better you become at interviewing and the more confidence you acquire
- Interviewing is an excellent networking tool – If you do not get this job, the interviewer may know someone who is looking for your skills, leading to another interview

Research the Company

- Use the Internet
- The more you know about them, the better prepared you will be
- Research their Products, Services, Competition, Patents and Customer base
- Find out their Size and Age

Research the Company

- Learn their Office Locations
- Review their News Releases
- Learn about their Financial Stability by reviewing the Annual Report and Form 10K

Learn this Job's Requirements

- Read the advertisement or job posting or obtain a position description from the agent who set up the interview
- Relate your Accomplishments to the Job Description
- Consider Customizing your resume for this position's requirements

Review Your Resume

- Be ready to discuss every resume item
- Practice responding to “Tell me about” questions for every resume statement
- Review will help to avoid contradicting your resume during the interview

Show Your Best Professional Side

- Know the exact location of the interview and the travel time needed in busy traffic
- Plan to Arrive at least 1/2 hour before the interview
 - Give yourself a pep talk to raise confidence
 - Announce your arrival 5 minutes before the appointment
- Dress and Groom appropriately
 - Haircut, Polished shoes, good Hygiene
- Bring 8 copies of the resume to the interview

Show Your Best Professional Side

- Keep Resume and a Pen available to take notes
- Give a firm handshake, smile, and establish eye contact when meeting an interviewer
- Leave distracting jewelry or other items at home
- Resolve cigarette or bad breath by brushing
 - use breath mints if needed

Show Your Best Professional Side

- Wear long sleeves or high neck to cover tattoos if they could distract from professional appearance
- Never smoke or Chew gum
- Avoid heavy scents (cologne / perfume)
- Have a handkerchief in case of emergency
- Turn off your cell phone before the interview

Show Your Best Professional Side

- Raise your spirits. Show your best side. Never appear bitter, even when discussing former jobs.
- Sleep well the night before
 - This will assist you in maintaining focus
- Accept water or coffee, thereby establishing a shared dining bond
- If offered food
 - be careful to avoid potential eating mistakes

Before the Interview: Know Yourself

- Strengths
- Weaknesses (areas of improvement)
- Achievements
- Financial Situation
 - minimum salary you are willing to accept
- Understand the Work Cultures you thrive in

During the Interview

- Your resume got you in the door.
 - Now is your chance to sell yourself!
- Use Specific Examples in responses whenever possible
 - Use an example that shows your value for this position

Rate Yourself – on desirable traits

+: I'm very strong in this

0: Sometimes I'm good at this

–: This is not my strong point

__ Creative

__ Communicator

__ Takes Initiative

__ Problem solver

__ Good with customers

__ Flexible

__ Self-starter

__ Team Player

__ Interpersonal Skills

__ Punctual

__ Fast Learner

__ Math Skills

__ Reading Comprehension

__ Dependable

__ Attentive to instructions

__ Leadership

Selling Yourself

- Wherever you rated yourself +, think of an example of your strength in that area
- For example, mention at an appropriate time:
“Employees at my previous job frequently came to ask my advice regarding problems they were having with customers.”

Managing Your Image

- Movements and Mannerisms
 - Natural, Open Gestures, avoid looking stiff or awkward
 - DON'T clench fists, fidget, fuss with pen, fold arms
- Demeanor
 - Convey appropriate enthusiasm, warmth, sincerity
 - Be positive, avoid negative topics, don't vent hostility
 - Express your energy and fitness
- Manner of Speaking
 - Don't Mumble or Whisper
 - Avoid fillers : ums, ers, "You Know", grunts

Managing Your Image

- Listening Skills
 - 75% eye contact (don't stare, look interested)
 - Listen with Full concentration
 - Don't Interrupt
- Communications Skills
 - Straightforward Replies, Be Credible
 - Stop when you have answered the question
 - If you don't know – say so
 - Clarify a question you don't understand

**Was anyone asked an
interview question
that was difficult to
answer?**

Questions you may be asked

Potential Questions

- Why did you leave your previous position?
- Why are you looking for a new position?
- Tell me about yourself
- How would your supervisor describe you?

Potential Questions

- What would your subordinates say about you as a supervisor?
- How would your fellow workers describe you?
- Describe a situation where there was a problem and explain how you resolved it.

Potential Questions

- Why do you think you are Qualified for the position?
- What are your Strengths?
- What are your Weaknesses?
- How Much are you looking for?
 - or Salary Requirements?




Potential Questions

- Why do you want to work here?
- Where do you see yourself in 5 years?

Strategy for Expected Questions

- Write down planned answers
- Practice out-loud
 - use a tape recorder to review

NEVER

-  Overstate your work experience
 - you may be embarrassed if asked a question in the embellished area
-  Correct slight blunders made during the interview
 - this will only serve to accent them
-  Ask about the salary or benefits during the first interview

At the End of the Interview

- What do you like best about working for this organization?
- You might also have thought of a question during the interview to ask at the end
- Ask for a business card before you leave

After the Interview

Send a “Thank You” Letter or E-Mail

- Place your name in front of the interviewer for an additional time
- Let the interviewer know you are still interested in the position
- Remind the interviewer of your qualifications and how you can contribute to the company

After the Interview

Do not make immediate telephone calls to the Human Resource Department

REMEMBER

- Interviewing is a skill
- The better you prepare and the more you practice, the more confident and relaxed you will become at being interviewed
- Success will follow