

## Interview as the interviewee

At the interview, think about a previous supervisor who you admired previously

- Do some research on the company
- Check out the trends
- Look at the org chart
- What is the role offered?
- What are the right questions?

### Prepare

- Have copies of your resume (look like you are prepared)
- Certifications
- Notepad
- Letters of recommendations
- Have some prewritten questions

### Rehearse

- Out loud to another person
- Answering questions
- Asking questions
- Concluding an interview

### Remember

- Your interview starts when you start once you arrive on property/to the area.
- Arrive 10-15 early
- Silence your phone
- Be polite
- Dress for the occasion

## Interview Attire

First impression matter

Dress one level above the job you are interviewing aka Dress for success!

## 4 Stages of Interviews

- Stage 1- introduction
  - Introduce yourself
    - Make eye contact
    - Sit up straight and lean forward

- Use natural gestures
  - Pay attention to the non verbal cues
  - Base small talk on information about the job and company
- Find common ground
- Show enthusiasm and confidence
- Build rapport
- Stage 2- employer question
  - Sell yourself
  - Address employer questions
    - Tell me about yourself
    - Why do you want to work here?
    - How would you describe yourself?
  - Demonstrate your qualifications
  - Think like an employer
  - Tip- take a piece of paper and write down accomplishments you've done
- Stage 3- Candidate questions
- Stage 4- Closing

STAR Method

S-Situation

T-task

A-Action

R-Result

Behavioral Questions-Give me an example of a goal you did not meet and how you handled it.