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The Interview

In an Interview:

The Employer is figuring out:

1. Can you do the job?
2. Will you love the job?
3. Can we tolerate working with you?

You are figuring out:

1. Will the job meet my needs?
2. Will I fit in?

The First Impression

You have one chance to make a first impression

1. Preparedness & Punctuality
2. Confident Communication
3. Business Attire
4. Firm Handshake



Preparation Decreases Stress

- Scout interview location, communicate with administrative assistant to gain information.
- Research employer and job description.
- Prepare route and allow for traffic and accidents.
- Choose and ready interview attire 3 days prior to interview.
- Lay out wardrobe 2 nights before.
- Practice Interview Q & A as much as possible before the interview day.
- Eat meal long before you go in.
- Bring a breath mint & use before entering.

Men's Interview Attire



Men's Interview Attire

- Suit or sports jacket and slacks (proper length)
- Long sleeve shirt (white or coordinated with the suit or slacks)
- Belt, tie, little or no jewelry
- Dark socks & conservative, polished, leather shoes
- Neat, professional hairstyle and facial hair
- Limit scented toiletries
- Neatly trimmed nails
- Portfolio

Women's Interview Attire



Dressing for Respect in the Office



Women's Interview Attire

- A professional two piece suit: dress ensemble or fashionable pant suit
- If wearing a skirt or dress it should be long enough so you can sit down comfortably and wear nude pantyhose
- Coordinated blouse
- Conservative shoes (close toed)
- Limited, tasteful jewelry (2 pieces)
- Professional, neat hairstyle
- Light make-up and perfume
- Neatly manicured, clean nails
- Portfolio

Do NOT come to the interview with:

- Gum
- Cell Phone Turned On
- Coffee or Soda
- Body Odor
- Bad Breath
- Exposed Tattoos



Communication Do's & Don'ts

DO

- Be Honest/Match Resume
- Answer the questions asked of you
- Discuss previous jobs, relate experiences to the job sought after
- Smile, speak clearly & confidently with each answer
- Breathe!

DON'T

- Talk too much or too little (2-4 sentences per answer)
- Answer too quickly or speak too rapidly
- Avoid eye contact or fidget
- Appear Desperate



Behavioral Interview Questions

- What and why?
 - Not what will you do but what did you do?



- STAR
 - **Situation** (Specific details about a situation)
 - **Task** (Tell what led to situation)
 - **Action** (Actions taken to resolve situation)
 - **Results** (Results/outcome from actions taken)

Common Interview Questions

- Tell us about yourself.
- What is your greatest strength, weakness?
- Tell us a time you had a conflict with a client/supervisor/coworker, and how did you deal with that person?
- Tell us a time when you had too much to do and how you met all your obligations?
- Do you have any questions for us?

Post Interview Thank-You Notes



- E-mail or handwritten thank-you notes?
 - 52% of interviewers preferred handwritten note
 - 44% recommended e-mail
- 50% of applicants don't send a thank you note after an interview
- **Bottom line – send a thank-you note**



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(501) 569-3584