Ace Your Interview
Strategies for Success
Goals and Expectations

• Welcome/Introductions
• The Basics
• Know Yourself
• Know the Position
• Know the Organization/Industry
• Understand your “fit”
• Professional Dress
Interview Types

- Traditional
- Phone
- Group
- Panel
- Skype
Phone Interviews

- Purpose: First Cut
- Quiet and no distractions
  - Office of Distance Education and eLearning
- Prepare as if it were in person
- Practice with a friend
- Pause and ask for clarification
Skype Interviews

- Professional dress
- Look into camera NOT screen
- Mannerisms and gestures
- Practice
- Turn off your phone
General Tips & Tricks

• Ask for clarification
• Avoid clichés
  • “I'm good with people”
  • “I'm a workaholic”
• Descriptive and specific
• “Um”; “Uhh”; “Like”
• Nervous? Power pose!

• Don’t swivel your chair!
• Don’t be negative
• Body Language
  • FIRM handshake, eye contact
• BE ON TIME!
  • 15 minutes early
• Watch your response length
  • 90 second rule
# Know Yourself - Strength Identification

<table>
<thead>
<tr>
<th>Name of Assessment</th>
<th>Acronym</th>
<th>What Assessment Measures</th>
<th>Price</th>
<th>How You Get Your Results</th>
<th>Other Information</th>
<th>Unique Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campbell Interest and Skill Survey</td>
<td>CISS</td>
<td>Interests and Confidence in Skills</td>
<td>$11.00*</td>
<td>Answer sheet is sent to publisher for scoring. Results are returned in 2 weeks.</td>
<td>Assess interests and skill confidence. Compares your interests to 58 career fields.</td>
<td>CISS compares your interests and skills with those of professionals in the field.</td>
</tr>
<tr>
<td>Myers-Briggs Type Indicator Profile, College Edition (Form M)</td>
<td>MBTI</td>
<td>Personality preferences; can be helpful</td>
<td>$12.50*</td>
<td>After recommendation by your counselor, you will receive an email with a link enabling you to take the assessment online. When you have completed the assessment, please schedule a follow up meeting with your counselor.</td>
<td>Understanding personality preferences is an important factor in developing self-awareness.</td>
<td>MBTI is the most widely used personality inventory in history.</td>
</tr>
<tr>
<td>MBTI Career Report (Form M)</td>
<td>MBTI-C</td>
<td>Personality type in relation to career selection.</td>
<td>$15.50*</td>
<td>Report option for MBTI</td>
<td>Personality preferences are an important factor in making career decisions.</td>
<td>Discusses strategies to improve job satisfaction.</td>
</tr>
<tr>
<td>MBTI Step II Expanded Profile (Form K)</td>
<td>MBTI-K</td>
<td>Individual differences within type and compares you to others of the same type</td>
<td>$35.00*</td>
<td>Longer version of MBTI</td>
<td>Highlights your uniqueness within your type.</td>
<td></td>
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<tr>
<td>Self Directed Search</td>
<td>SDS</td>
<td>Interests and competencies</td>
<td>$2.00*</td>
<td>SDS is self-scored and is used in conjunction with the</td>
<td>Abbreviated form can help with choosing</td>
<td>Provides immediate, quick results</td>
</tr>
<tr>
<td>With Occupational Finder</td>
<td>SDS w/OF</td>
<td>Links interests with careers.</td>
<td>$3.00*</td>
<td>Occupational Finder or College Major Finder. Meeting with a counselor for interpretative help is strongly encouraged.</td>
<td></td>
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</tr>
<tr>
<td>With College Major Finder</td>
<td>SDS w/CMF</td>
<td>Links interests with academic majors.</td>
<td>$4.00*</td>
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</tr>
<tr>
<td>With Occupational Finder &amp; College Major Finder</td>
<td>SDS w/both</td>
<td>Links interests w/ careers and academic majors.</td>
<td>$5.00*</td>
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<tr>
<td>StrengthsQuest</td>
<td></td>
<td>Develop strengths</td>
<td>$10.00*</td>
<td>Code gives access to web-based assessment to measure presence of talent in 34 themes,</td>
<td>StrengthsQuest is a development and engagement program</td>
<td>Access to online version of StrengthsQuest book</td>
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<td>report of your top five themes and a personalized customized website.</td>
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<tr>
<td>Strong Interest Inventory, Profile, College Edition</td>
<td>SII</td>
<td>Interests</td>
<td>$10.00*</td>
<td>After recommendation by your counselor, you will receive an email with a link to take the</td>
<td>Focuses on comparing your interests to careers</td>
<td>Compares your level of interest with those of professionals in 211 career fields</td>
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<td></td>
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<td>assessment online. Upon completion, please schedule a follow up meeting with your counselor.</td>
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</tr>
<tr>
<td>Strong Interest &amp; Skills</td>
<td>SCI</td>
<td>Confidence in skills</td>
<td>$13.00*</td>
<td>This assessment consists of the Strong Interest Inventory (see above) with an additional section to measure confidence.</td>
<td>Measures your level of confidence in skills related to six General Occupational Themes</td>
<td>Confidence levels compared to levels of Interest.</td>
</tr>
<tr>
<td>Confidence Inventory Profile, College Edition</td>
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Know The Position

• Educational requirements?
• Work experience requirements?
• Primary Tasks and Functions?
• To whom will you report?
• Working individually? In teams? Both?
Know The Organization/Industry

- Government, nonprofit, private?
- Main programs or services?
- What makes them “unique”?
- What is their mission?
- What is the “climate”?
- What is their office culture?
Know The Organization/Industry

- Public, private, nonprofit all work in different ways?
- Current challenges or trends?
- Where is the industry heading?
- Important to keep up on this!
### 2 Different Types of Questions

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<th>Traditional Interview Questions</th>
<th>Behavioral Interview Questions</th>
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<tr>
<td>Tell me about yourself?</td>
<td>Tell us about a time when you had to present complex information. How did you ensure that the other person understood?</td>
</tr>
<tr>
<td>Why should I hire you?</td>
<td>Describe a time when you made a suggestion to improve the work in your organization?</td>
</tr>
<tr>
<td>What made you apply for this position?</td>
<td>Describe the project or situation which best demonstrates your analytical abilities. What was your role?</td>
</tr>
</tbody>
</table>
## Behavioral Interview Questions – Be a STAR

<table>
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<tr>
<th>Situation</th>
<th>Describe a specific problem, decision, or project situation from a relevant &amp; professional experience.</th>
</tr>
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<tr>
<td>Task</td>
<td>What were the major tasks involved? Give enough detail for interviewer to understand.</td>
</tr>
<tr>
<td>Action</td>
<td>What did you do? Focus on contributions if it was with a group.</td>
</tr>
<tr>
<td>Results</td>
<td>What were the outcomes? What did you learn? How is it relevant to the position for which you are interviewing?</td>
</tr>
</tbody>
</table>
“Describe a time when you had to solve a problem.”
• **Situation** – During my last job with the American Cancer Society I was staffing the Relay For Life of Grove City, Ohio. At about 3:00pm, a severe storm hit our event rather suddenly. A good deal of damage was done to items such as tents, tables, chairs, and DJ equipment.

• **Task** – This event was one of the larger ones in the county and had a fairly significant financial goal. These goals were critical to the regional budget of ACS so it was important that we were able to keep the event going.

• **Action** – Quickly rallied volunteer leadership at the event for a motivational pep talk. We spoke about why we were there and why we should keep the event going. Delegated tasks to each individual to get the event up and running again.

• **Result** – The event carried on after only a 2-hour break from the storm. We finished strong and raised over $130,000 which was our strongest fundraising amount in 5 years.
Prepare Questions To Ask

- Remember, you are interviewing them too!
- Also helps to show interest
- DO NOT
  - Ask Nothing
  - Ask about compensation or benefits
- Examples:
  - “What is your favorite part about working for ____________?”
  - “What are some of the initiatives you see on the horizon for __________ within the next 10 years?”
Professional Dress

• Can you “get by” with what you currently have?
  • Graduation/birthday gifts
  • Thrift stores
  • Start building your professional wardrobe now for later!

Be remembered for what you say, and how you look the part...not for being dressed inappropriately.
For Ladies: What to Avoid

- Overly trendy
- Outfits that are too… “revealing”
- Open-toed shoes
- Sleeveless
- Jeans
- Too tight
- Crazy accessories (nails, jewelry, makeup)
Interviewing Attire

Dos
- Jewelry in moderation
- Conservative 2-piece suit
- Skirt: Knee-length
- Hoisery at or near skin color
- Dark Shoes

Don’ts
- Necklace too large/distracting
- No bright colors/patterns
- Capris: too casual
- No open-toed shoes
• Conservative two-piece business suit
  • Navy, grey, black, jewel tones
• Conservative heels or flats
• Limit perfume and jewelry
• Keep it classy!
For guys, what to avoid...

- Too casual
- Tacky or too flashy ties
- Jeans
Interviewing Attire

**Dos**
- No earrings
- Silk necktie with conservative pattern
- Shirt cuffs show only slightly at the wrist
- Conservative 2-piece suit
- Dark shoes & socks

**Don'ts**
- Facial hair should be neat & trimmed
- Avoid distracting or busy patterns
- No rolled up pants
- Don’t forget socks
• Navy, charcoal, gray, black, or pin-strip conservative suit
• Solid, long-sleeved pressed dress shirt
  • White or blue are traditionally best
• Tie that coordinates
• Polished shoes
Summary

• Know Yourself
• Know the Position
• Know the Organization
• Understand your Fit
• Say Thank You
• Dress to Impress!