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
- Mock Interview Scheduling
Interview Types

- Traditional
- Phone
- Group
- Panel
- Skype
- Any others?
General

- Ask for clarification
- Avoid clichés
  - “I’m good with people”
  - “I’m a workaholic”
- Descriptive and specific
- “Um”; “Uhh”; “Like”

- Don’t be negative
- Body Language
  - BE ON TIME!
    - 15 minutes early
  - Watch your response length
    - 90 second rule
Tips for Phone Interviews

- Purpose: First Cut
- Quiet and no distractions
- 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
What Strengths do People Want?

1. Ability to work in a team structure
2. Make decisions and solve problems
3. Verbally communicate with persons inside and outside of organizations
4. Plan, organize, and prioritize work
5. Obtain and process information
6. Analyze quantitative data
7. Technical knowledge related to the job
8. Proficiency with computer software program
9. Ability to create and/or edit written reports
10. Ability to sell or influence others

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Know Yourself! - Strength Identification

- Clifton StrengthsFinder
- MBTI
- FOCUS

No magic test. Just tools to help make sense.
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

<table>
<thead>
<tr>
<th>Traditional Interview Questions</th>
<th>Behavioral Interview Questions</th>
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<tbody>
<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>
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<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>
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<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>
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**Behavioral Interview Questions – Be a STAR**

<table>
<thead>
<tr>
<th>Situation</th>
<th>Describe a specific problem, decision, or project situation from a relevant &amp; professional experience.</th>
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<tr>
<td>Task</td>
<td>What were the major tasks involved? Give enough detail for interviewer to understand.</td>
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<tr>
<td>Action</td>
<td>What did you do? Focus on contributions if it was with a group.</td>
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<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>
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“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 3:00am, 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?”
What you wear is very important!

• 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 shoes
Suggestions

- Conservative two-piece business suit
  - Navy, grey, black, jewel tones
- Conservative heels or flats
For guys, what to avoid...

- Too casual
- Tacky or too flashy ties
- Jeans
Suggestions

- 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!
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