The Job Search: A Successful Interview Process

Presented by: Talent Acquisition Human Resource Recruitment Department
Interviewing Overview

Interviewing can be an overwhelming part of the job search process.

- To help ease the anxiety of it, consider it as a structured conversation about a new opportunity, rather than an interrogation of your background.

- The interview is a two-way process between the employer and job seeker. Both are seeking what the other has to bring to the relationship.

- Be prepared to articulate how your background and skills have prepared you to excel in the new position and achieve organizational goals.

#1 goal of the job seeker is to “provide a true and compelling picture of you and your performance capabilities.” - Ladders Interviews Guide 3rd Ed.

I am the one!
Preparation

• Research the company
  • Best practice is to review company website and latest articles on Google News
• If you know who you’ll be meeting with… review their background
  • Most people have a profile on LinkedIn
• Understand the position duties and requirements
• Know your resume and work history
  • Think about links from your work history to the job responsibilities
• Consider your answers to common interview questions
• Prepare thoughtful and engaging questions for the interviewer(s)
• Be mindful of your communication style
  • Practice your speaking voice and body language
Virtual Interviews

Interviews that leverage video technology to allow the discussion to take place remotely. Rather than meeting face-to-face, the hiring manager and candidate will connect with each other online using video software.

The tools required for this kind of meeting typically include a computer with a built-in or external video camera and microphone, a reliable internet connection, and headphones if desired.

How to Prepare for a Video Interview

- **Test Your Technology**
  - Test audio and visual equipment prior to interview, make sure you have strong internet connections to avoid disruptions
- **Keep Your Virtual Identity Professional**
  - Use professional email and usernames
- **Dress for Success**
  - The same standard for in-person interviews should be used for virtual interviews, business professional
- **Create a Set**
  - Make sure your background is clear of clutter, and try to sit in front of a blank background, adjust your lighting as well
- **Monitor Your Body Language**
  - Sit up straight, smile, and keep the camera at eye level to avoid looking up or down. Be Mindful of facial expressions
- **Rid Yourself of Distractions**
  - Be sure to do what you can to eliminate these potential interruptions on your end prior to beginning the video call. No background music or TV should be played, as well as other people in the background
- **Practice Answers to Common Interview Questions**
  - Use post it notes to help you with key points you would like to address
- **Don’t Forget to Follow Up**
  - Send a thank you email within 24 hours of interview, thanking the employer for their time and consideration
Behavior Based Interviewing

Great Performance makes for Great Interviewing

**EFFECTIVE STORY TELLING:** direct, logical, meaningful and personalized

**S**
- **Prepare:**
  - LISTEN to question
  - THINK of an event
  - Plan, ORGANIZE in 5 to 8 seconds
- **Situation:**
  - Provide context & BACKGROUND
  - “Our customers complained ...”

**T**
- **Task:**
  - Describe problem, & CHALLENGES
  - “We faced supply chain shortage ...”

**A**
- **Action:**
  - Explain WHAT YOU DID & how
  - “We solved ...”
  - “I calculated ...”

**R**
- **Results:**
  - State BENEFITS, savings, rewards, recognitions, etc.
  - “The impact of ...”

Do not think of new details as you answer. SAY what you had planned for & END

http://www.RightAttitudes.com
After the Interview

• Ask for next steps and contact information

• Analyze how you did

• Send a fantastic thank you email
  • Rule of thumb is within 24 hours
  • Personalize it
    • Opportunity to reference something you forgot or stress something key you discussed during the interview

• Connect on Social Media
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