

HOW TO ACE YOUR JOB INTERVIEW

UTC Placement & Student Employment

BEFORE THE INTERVIEW

- Get to know yourself
- What skills do you have to offer?
 - Skills
 - Work specific
 - Transferable
 - Self-Management
 - Accomplishments
 - Goals



INTERVIEW QUICK TIP

- First Question
 - ▣ Tell me about yourself

- How to *ace* this question
 - ▣ Make a list of your skills and accomplishments
 - ▣ Try to make them match the employer's requirements

SELL YOURSELF

- Do not tell what you have done
- “Sell” your skills and give examples of your accomplishments

IF THE INTERVIEWER ASKED YOU...

- Tell me about a recent accomplishment that has given you the most satisfaction.
- You could answer
 - I coordinated an event that raised over \$5,000 for XYZ Charity.
- To ace the interview you *should* answer



YOU COULD RESPOND...

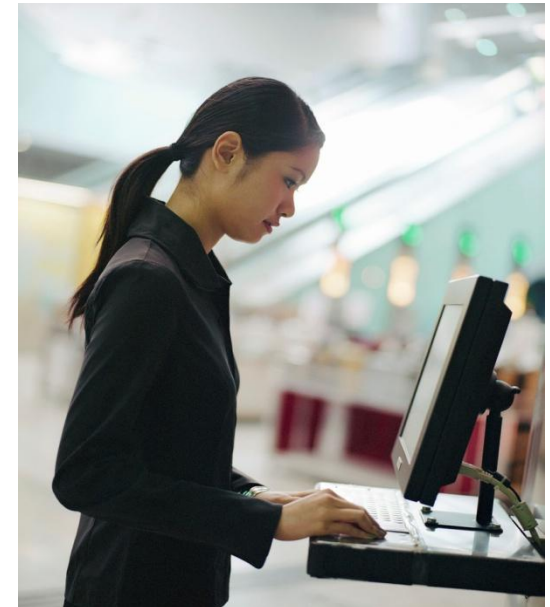
As the volunteer coordinator of my student organization I set a goal to raise the most money to date for XYZ Charity.

I decided we should host a benefit concert, so I contacted several local bands, secured a venue, coordinated marketing and promotion, and ticket sales. I supervised a group of 20 volunteers and delegated various duties to each person.

The concert went smoothly and I am happy to say that we raised over \$5,000 this year, which was double the amount raised a year ago.

RESEARCH THE COMPANY

- Learn as much as you can about the company before the interview!
- Many places to find information including
 - ▣ Company Websites
 - ▣ Local Newspapers
 - ▣ Chambers of Commerce
 - ▣ Library
 - ▣ Business & Trade Magazines



FACTS YOU NEED TO KNOW

- Size of company
- Sales & profit trends
- Future ventures
- Number of employees
- Key competitors
- Types of Customers
- Location of Corporate Headquarters
- Public or Private
- Products & Services

PREPARE QUESTIONS

- Need at least three
- Sample:
 - I read in your literature that your training program is comprised of three six-month rotations. Does the employee have any input on where he/she will go at the end of each rotation? How do you evaluate the employee's performance during the training period?

INTERVIEW TIP

Whatever you do, remember that with every skill you have learned, you had to first learn the technique and then practice. Interviewing well is a skill that takes practice.

PRACTICE, PRACTICE, PRACTICE

- Ways to practice
 - ▣ Perfect Interview
 - www.perfectinterview.com/utc
 - ▣ Mock Interview
 - Call 423.425.4184 to schedule an appointment
 - ▣ Work with family and friends
 - ▣ Stand in front of your mirror



PREPARE YOUR IMAGE

- **What to wear**
 - ▣ Clothing should be clean and pressed
 - Be sure to remove tags
 - ▣ Shoes should be polished
 - ▣ Dress for the interview, not the job
- **What not to wear**
 - ▣ Big jewelry
 - ▣ Heavy perfume or cologne
 - ▣ Facial Jewelry



THINGS TO BRING TO AN INTERVIEW

□ **Bring**

- Academic Transcript
- Extra Copies of Resume
- List of References
- Questions for the Interviewer
- Folio with pen and paper

□ **Do Not Bring**

- Backpacks or book bags
- Large handbag
- Laptop computers

DURING THE INTERVIEW

- First Impressions Count
 - ▣ Give a firm handshake
 - ▣ Smile
- Be prompt and prepared
 - ▣ Remember you have practiced

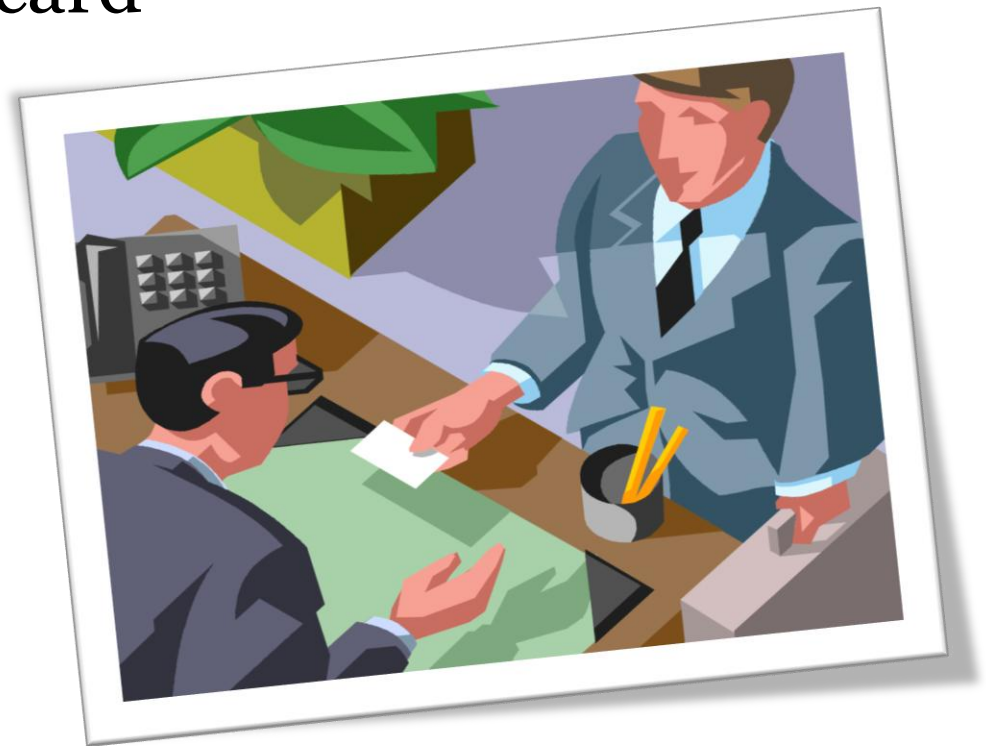


- Question & Answer
 - ▣ Thorough and Concise
 - ▣ Recognize Behavioral Interview Questions
 - ▣ Use the STAR technique
 - ▣ Ask Questions
 - ▣ Be Enthusiastic



LEAVING THE INTERVIEW

- Express your interest
- Ask for a business card
- THANK YOU



AFTER THE INTERVIEW

□ **Thank You Note**

- E-mail
- Handwritten

□ **Evaluate**

- Is this the job for me?
- Is this a good fit for both parties involved?
- Was I prepared for the interview?
- Would I do anything differently next time?



QUESTIONS?



**For additional information on interviewing or to schedule a mock interview contact:
UTC Placement & Student Employment | 423.425.4184 | 315 University Center**