

Learning for Earning

Your Route to Success

Sixth Edition



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PowerPoint Presentations for

Learning for Earning

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CHAPTER

12

Interviewing Skills



Chapter Objectives

After studying this chapter, you will be able to

- prepare for an interview.
- describe what to do and what not to do during an interview.
- write a follow-up letter.
- evaluate a job offer.



Key Terms

- interview
- interviewer
- interviewee
- telephone interview
- personal interview
- job description
- follow-up letter

The Most Important Step

- An interview is the most important step for a person seeking a job.
- ***Interview*** – A talk between an employer and a job applicant.
- ***Interviewer*** – An employer who talks with a job applicant.
- ***Interviewee*** – A job applicant who receives an interview.



Did You Know?



- ❖ *The interview is your best chance to make a good impression.*



Preparing for Interviews

- Know what the company does and be prepared to say something positive.
- Explain how your skills and experiences fit the job and will help you do it well.
- Think about questions that might be asked and have answers ready.
- Let the interviewer know you are dependable.



Telephone Interviews

- A telephone call to set up an interview may become an interview itself.
- ***Telephone interview*** – A telephone conversation between a company representative and a job applicant.
- Introduce yourself and state your purpose.
- Be ready to accept a specific day and time for a personal interview.



Did You Know?



- ❖ *If you absolutely can't meet when the interviewer suggests, you should explain why and offer another time and date.*

Personal Interviews

- You should look clean and be dressed appropriately for the job you seek.
- ***Personal interview*** – A face-to-face meeting between an employer and a job applicant.
- Have polished shoes and hair styled in a businesslike fashion.
- Avoid excess makeup or jewelry.

Be Well Groomed

- Proper grooming tells people that you care about yourself.
- You need to convince the interviewer that you are the best person for the job.



Be on Time

- Get a good night's sleep.
- Plan to be at least a few minutes early.
- Know the exact time and place of your interview.
- Know how long it takes to travel to the interview's location.

Plan to Go Alone

- You must arrive at the interview by yourself.
- You will be expected to speak for yourself.



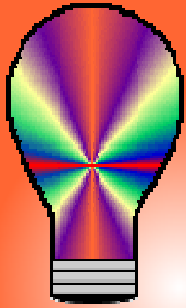
Interviewing Tips

- The interview is a chance for the company to meet you.
- This is your time to learn more about the company.
- It is natural to be nervous, but try to relax and be yourself.
- Answer all questions honestly.



What to Do

- At an interview, be sure to
 - introduce yourself when you meet the interviewer, smile, and shake hands firmly.
 - remain standing until you are offered a seat.
 - sit straight and appear interested.
 - make eye contact with the interviewer.
 - let the interviewer lead the discussion.
 - speak clearly and give more than yes and no answers.



Think About It



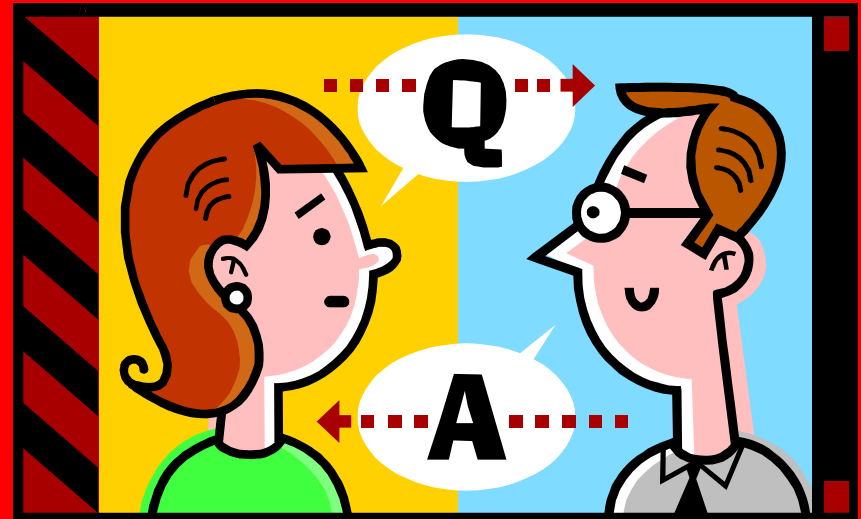
- ❖ *An interview is the time to "sell" yourself.*
- ❖ *Keeping a smile and showing a positive attitude will help you get a job.*

What Not to Do

- At an interview, be sure not to
 - chew gum, smoke, or act like a know-it-all.
 - place things on the interviewer's desk or try to read personal items.
 - talk too much or discuss personal problems.
 - lie, argue, or show a negative attitude.
 - tell the interviewer "I'll take anything" when asked what type of job you want.

Questions to Answer

- You will be rated on your answers throughout the interview.
- Your answers will help determine whether you get the job.
- Simple *yes* and *no* answers are not enough.





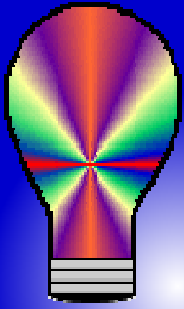
Questions to Answer

- Be ready to answer these questions:
 - What are your goals for the future?
 - What were your favorite and least favorite subjects in school?
 - In what school activities have you participated?
 - What teaming skills do you have?
 - How well can you follow instructions?



Questions to Answer

- Be ready to answer more questions:
 - How dependable are you?
 - What is your major weakness?
 - What salary do you expect?
 - Why do you think you might like this particular job?
 - What kind of work do you eventually hope to do?



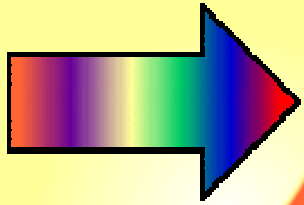
Think About It

- Often the interviewer begins by saying, "Tell me about yourself."
- ❖ *What are you prepared to say about yourself?*



Questions to Ask

- Asking the interviewer questions shows an interest in the job.
- Do not ask questions already answered in earlier comments.
- Keep all questions job related.
- ***Job description*** – An explanation of tasks to be performed by an employee in a specified position.



In Your Opinion

- ❖ *What questions would you ask when seeking a full-time job that you wouldn't ask when applying for a summer job?*

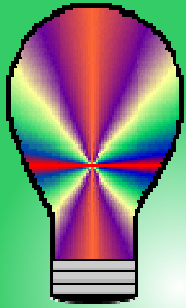


Questions to Ask

- Common questions to ask are:
 - What are the work hours?
 - Is overtime work involved?
 - Is there room for promotion?
 - What are the job duties?
 - Is travel expected?

Questions to Ask

- More common questions to ask are:
 - What is a typical day like?
 - What skills are needed to succeed in this job?
 - What training does the company provide for employees?



Think About It

- Your work experience and training are important.
- At the same time, the employer is also evaluating your personality and the image you project.
- ❖ *What type of image would you like to project at the interview?*

After the Interview



- Go over the interview in your mind.
- Write down any questions that gave you trouble plus answers to give next time.



Evaluate the Job and Company

- If the company offers you the job, be ready to accept or reject it.
- Consider whether the job is right for you by assessing it after the interview.
- Your positive and negative feelings will help you make a decision.
- Asking yourself questions will also help the decision.

Evaluate the Job and Company

- Common questions to ask are:
 - Does the job seem right for you?
 - Are the working conditions comfortable?
 - Did the other employees like their work?
 - Does the company offer training and opportunities for promotions?
 - Is the salary right?
 - Are fringe benefits available?
 - Would this job help you in your long-range career goals?

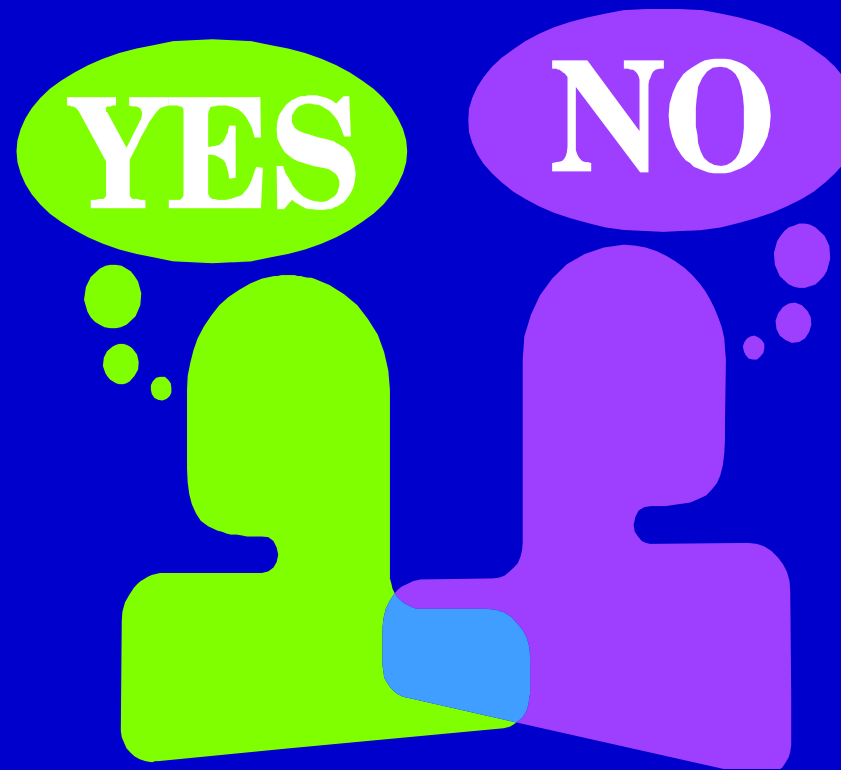


Write a Follow-Up Letter

- Right after the interview, you should thank the interviewer by writing a letter.
- ***Follow-up letter*** – A brief letter in business form to thank an interviewer for an interview.
- Your letter should also include:
 - a statement about your interest in the job
 - additional important points not discussed in the interview.

Write a Follow-Up Letter

- If you are still interested in the job, say so in the letter.
- If you realize the job is not right for you, politely indicate this.





Receiving a Job Offer

- You may receive a job offer at the interview, but few are offered that quickly.
- The interviewer may want to check your references or interview others.
- You should be told when to expect an answer.
- If the job is offered at the interview, ask for a day to think about it.

Receiving a Job Offer

- If you accept, ask *where, when, and to whom* you should report, and *what* to bring on your first day of work.
- If you do not accept, politely thank the interviewer.

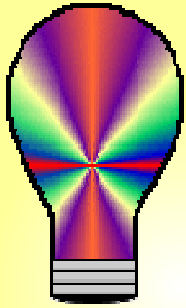


THANK YOU

A graphic featuring the words "THANK YOU" in a bold, blue, 3D font. The letters are blocky and have a slight shadow, giving them a three-dimensional appearance. The text is set against a black rectangular background.

Steps to Follow if You Do Not Get the Job

- Think about what happened during the interview.
- Were you prepared to give good answers to all the questions?
- Do your skills need improvement?
- Do not get discouraged, but learn from each interview.



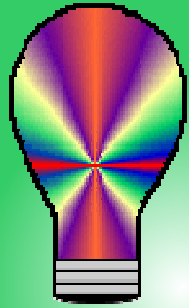
Think About It

- ❖ *Explain why interviewing skills are important.*
- ❖ *Identify several interview questions that you should be prepared to answer and several you should ask.*
- ❖ *What steps can you take to stay relaxed during an interview?*



Chapter 12: In the Know

- Interviewing skills are the most important step in getting a job.
- Being ready for an interview requires careful preparation.
- There are important steps to follow in an interview as well as questions to ask and answer.
- Always thank the interviewer in person and in a letter.
- Learn from each interview experience.



Chapter 12: Think More About It

- ❖ *How can having a copy of your résumé handy help you during an interview?*
- ❖ *What are the most important facts you want interviewers to know about the following?*
 - ❖ *your background*
 - ❖ *your personality*
 - ❖ *your future plans*