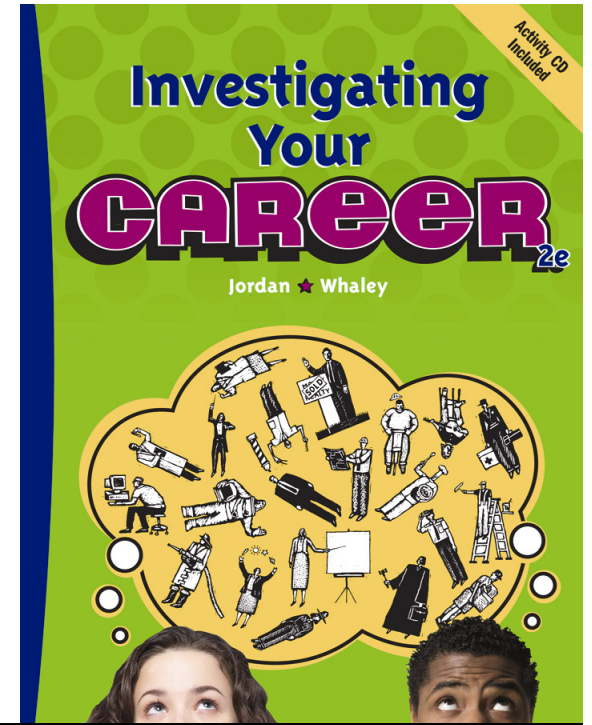


chapter  
**15**

Interviewing  
for a Job



*Investigating Your Career*

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## CHAPTER 15

# Interviewing for a Job

### Goals

- \* Describe the purposes and styles of interviews.
- \* Explain how to prepare for interviews.
- \* Describe your preparations before each interview.
- \* Describe how to have a successful interview.
- \* Follow up after an interview.

# The Interview Process

- Purposes of interviews
- Styles of interviews

# Purposes of Interviews

- Employer's purpose
  - Find out if you have the skills needed for the position.
  - Determine your job skills.
  - Consider your appearance and attitude.
  - Decide if you fit into the company.
- Your purpose
  - Assess the position and the company to find out if you want the job.
  - Convince the interviewer that you are the best applicant for the job.

# Styles of Interviews

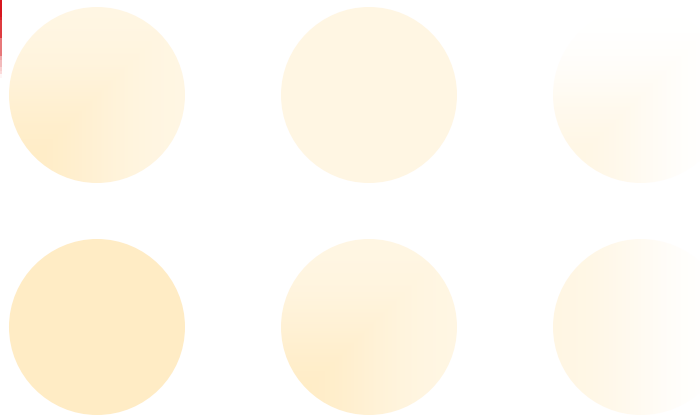
- Unstructured interview
- Structured interview
  - Screening interview
  - Group interview
  - Behavioral interview
  - Performance interview
  - Stress interview

## Preparing for Interviews

- Know your resume.
- Plan answers to common questions.
- Plan answers to illegal questions.
- Plan questions to ask.

## Before Each Interview

- Review your company research.
- Prepare your portfolio.
- Plan to discuss wage or salary.
- Practice.
- Recheck details.



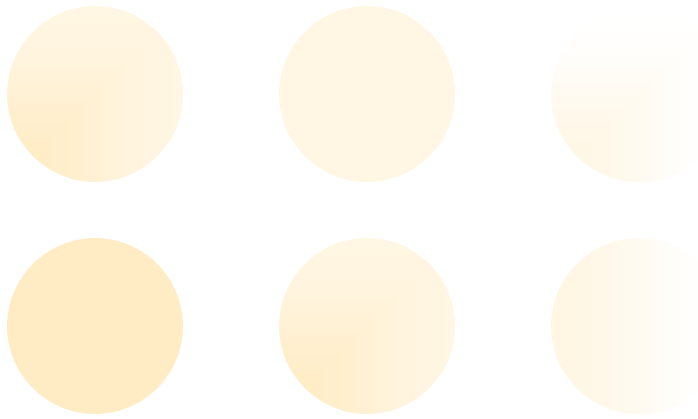
## Review Company Research

- Learn about the company before your interview.
- Decide if company policies match your personal values.



## Prepare Your Portfolio

- Your resume and reference list
- Your Personal Fact Sheet
- Letters of reference
- Samples of your work
- Blank notepaper and pen and pencil



## Plan to Discuss Wage or Salary

- Wait to talk about specific pay rates until after the employer offers you the job.
- Know the standard pay range before your interview.
- Judge your job-related skill level.
- Decide the lowest pay you will accept.
  - Analyze your budget.
  - Consider how fringe benefits will affect your budget.
- Plan negotiation strategies.

# Practice

- Prepare by reviewing:
  - Your answers to common interview questions.
  - The list of questions you plan to ask.
  - Strategies for negotiating your pay rate.
- Interview with a practice interviewer.
  - Answer common interview questions.
  - Use your portfolio.
  - Ask questions.
  - Negotiate pay rate.
  - Wear the clothes you plan to wear to the actual interview.

*Continued on next slide*

## Practice

- Evaluate your interview skills.
  - Ask your practice interviewer to complete the evaluation worksheet from Activity 15-3.
  - Keep an open mind to learn from the evaluation.
  - Thank your practice interviewer.

## Recheck Details

- Write down and save:
  - Date and time of the interview.
  - Address of the interview location.
  - Directions to the interview location.
  - Name and title of the interviewer.
  - Official title of your prospective job.
  - Information about what forms you should bring.
- Call the day before the interview to confirm the date and time.
- Check the contents of your portfolio.
- Plan how you will get to the interview.

# The Interview

- Arrive ahead of time
- Project a positive image
- A successful interview

## Arrive Ahead of Time

- Arrive about 15 minutes early.
- Use the time to relax and collect your thoughts.

## Project a Positive Image

- Attitude
- Appearance
  - Clean
  - Conservative style
  - Calm
- Body language
- Spoken language



## A Successful Interview

- Opening the interview
- The questioning process
- Closing the interview

## After the Interview

- Evaluate your performance.
- Write a thank-you letter.
- Make a follow-up phone call.

## Summary

- I can describe the purposes of an interview.
- I can describe the styles of interviews.
- I can explain how to prepare for interviews.
- I can describe my preparations before each interview.
- I can describe how to have a successful interview.
- I understand how to follow up after an interview.