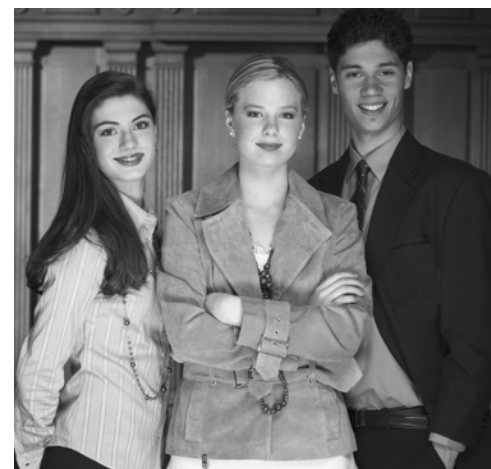




Interviewing Tips



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What Is An Interview?

A formal consultation or meeting for the purpose of ascertaining and evaluating the qualifications of a person, group of people, or company to fill a particular job situation.



What Is An Interview?

- Social interaction between an interviewer and interviewee
- First impression
- Beginning of the employee selection process



Importance of Proper Interviewing Skills

- First impression
- Shows professionalism
- Shows proper interpersonal skills
- Shows preparedness
- Shows proper appearance



Types of Interviews

- Structured Interview
 - Most emphasized due to EEO requirements
 - Very consistent basis for evaluating job candidates
 - Usually encompasses using standardized questions



Types of Interviews

- Nondirective Interview
 - Applicant allowed maximum amount of freedom
 - Applicant determines the course of the discussion
 - Interviewer refrains from influencing the applicant's remarks
 - Interviewer listens carefully and uses follow up questions



Other Types of Interviews

- Situational Interviews
- Behavioral Interviews
- Panel Interviews
- Computer Interviews
- Video Interviews



Preparing for an Interview

- Research the organization
- Have appropriate attire for the interview
- Prepare a formal resume
- Be prepared for the day of the interview
- Rehearse



Research The Organization

- Organizational needs
- Culture
- Industry norms
- Business etiquette
- Organizational attire
- Values



Appropriate Attire

- Project a professional image
- Traditional business attire should be worn unless told otherwise
- It's better to be overdressed than underdressed



Appropriate Attire - Men

- Traditional Business
 - Business suits, dress shirts with a tie
 - Dress slacks, sports jacket/blazer, with a tie
 - Socks with suit pants and slacks
 - Dress shoes



Appropriate Attire - Women

- Traditional Business
 - Business suits, with blouse
 - Dress slacks, skirts, blouses and knit sweaters with a jacket
 - Stockings with dresses or skirts
 - Dress socks with slacks
 - Closed-in dress shoes



Prepare a Formal Resume

- Use appropriate formatting
- Spell check for errors
- Have it professionally proofread
- Have it properly printed with resume weight paper
- Be honest and as accurate as possible



Preparation for the Day of the Interview

- Be on time and possibly early for the scheduled interview
- Call and reschedule if unable to make it to the interview
- If going to be late call as soon as possible/known
- Have reliable transportation to and from the interview



Rehearse for the Interview

- Anticipate possible questions asked related to the industry
- Have a friend/relative ask possible questions and rehearse answering
- Practice etiquette (hand shake, salutations, eye contact, etc.)



Beginning an Interview

- Open with a firm handshake
- Make eye contact
- Be upbeat/positive
 - Positive comment on the weather, even if it is dreary day
 - Be pleasurable to meet and talk to
- Follow the lead of the interviewer
- Smile



Interviewer Questions

- Basic/Most frequent
 - Why did you decide to choose this field?
 - What interests you about this position and organization?
 - What relevant skills and experience do you have that will make you successful in this field?



Interviewer Questions

- Personal
 - What are your strengths/weaknesses?
 - How would you best describe yourself?
 - Do you have any hobbies?
 - Why should we hire you?
 - What motivates you?
 - What do you most enjoy to do?



Interviewer Questions

- Educational
 - Where did you attend school?
 - Why did you choose said institution?
 - Why did you choose your field of study?
 - What courses did you enjoy most/least?
 - What is your G.P.A?



Interviewer Questions

- Experience
 - What was it like to work at said company?
 - What tasks did you perform at said company?
 - What tasks did you like/dislike at said company?
 - What is the best job you've ever had? Why?
 - What was your relationship with your supervisor like?



Interviewer Questions

- Career
 - Where do you see yourself in 5/10 years?
 - What are your career goals?
 - Do you plan on further continuing your education?
 - Are there any concerns with your career if you are employed with us?



Asking Questions

- Shows interest in organization and employment
- Shows professionalism through proper questioning (preferably industry/organizationally based)
- Make sure questions are relevant
- Never ask salary based questions



Questions to Ask

- What are your expectations of me if I am hired?
- What are the organizations goals?
- What is a typical workday/workweek like?
- What are the greatest challenges new employees face when entering your organization?
- What is your organization's management philosophy?



Concluding the Interview

- Thank the interviewer for their time
- Offer a firm handshake
- Make eye contact
- Tell them you are looking forward to hearing from them
- Salutation "Have a great day" or "It was a pleasure to meet you"
- Of course, smile!!



Biggest Interviewing Mistakes

- Communication effectiveness
- Lack of professionalism/preparedness
- Poor attitude
- Improper/unprofessional appearance
- Being dishonest



Interviewing Do's

- Be positive
- Act professional
- Use proper etiquette
- Be courteous to others
- Listen to what the interviewer says
- Give clear and relevant answers to questions
- Prepare intelligent questions to ask the interviewer about the organization and position
- Put cell phone on silent



Interviewing Don'ts

- Act unprofessional
- Have a bad attitude
- Be unprepared
- Be dishonest
- Inquire about salary
- Chew gum/smell like smoke

