Interview Like a Pro!

Nikki Barnett, LMSW
Senior Career Consultant for Alumni

W0550 Melville Library
nikki.barnett@stonybrook.edu
✓ Provide services for three distinct groups of alumni
✓ Individual Career Consultation
  • Career Assessments (MBTI & Interest Inventory)
  • Resume & Cover Letter Critique
  • Mock Interviews

✓ Workshop & Webinar Series
✓ ZebraNet: SBU job search engine
✓ ZebraCAN: Career Advising Network Matching Program
• Understand the process of preparation for an interview
• Discover tools and resources available to assist with interviewing
• Learn the significance of professional presence and non-verbal communication
Types of Interviews

- Screening Interview
- Technical Interview
- Behavioral Interview
- Group Interview
Self-Prep
• Know your strengths and weaknesses
• Know your goals, and why you want this job!
• Showcase your skills with examples!

Position
• What are the major responsibilities?
• What skills are essential for this position?
• How can you be an asset in this position?

Company & Industry
• Visit the company’s website
• What is the company’s mission statement?
• Pay attention to industry-specific events
Preparation

CAREER CENTER

www.onetonline.org

www.bls.gov/ooh
Interview Cheat Sheet

Company ........................................ Position ........................................
Date ........................................ Time ........................................
Place ........................................
Who I’m Meeting With ........................................

What I Love About the Position
The super-specific things about this company and position that make it a great fit

- 
- 
- 

Questions to Ask
Things I don’t know about the job or company, but want to ask during the interview

- 
- 
- 

What Skills I Bring to the Position
The key skills and experiences that make me perfect for this job

- 
- 
- 

Accomplishments to Highlight
My specific projects and achievements that relate to this job and highlight my skills

- 
- 
- 

Challenges to Address
Questions the interviewer might have about my background, and how I’m going to tackle them

- 
- 
- 

Not to Forget
Contacts I have at the company, fun facts about my background, or anything else to mention!

- 
- 
-
Post-Interview Notes

Follow-Up Needed
- 
- 
- 

Send Thank You Notes to
- 
- 
- 

What I Loved
- 
- 
- 

Red Flags
- 
- 
- 

Interview Checklist

- Directions to where I’m going (don’t always count on GPS)
- Cash (for parking, transportation, gas, emergencies)
- 3 copies of my resume
- Work samples or portfolio
- A notepad and pen
- A list of references
- My Interview Cheat Sheet (dub)
- Business cards (if you have them)
- My phone (turned off)
- A granola bar or other snack

- Emergency Kit (because hey, you just never know)
  - Tissues
  - Brush or comb
  - Umbrella
  - Spot remover
  - Advil
  - Band-Aids
  - Extra nylon or tights, if you’re wearing them
Questions:

- Tell me about yourself?
- What are your strengths?
- What are your weaknesses?
- Why are you interested in working for ….?
- **What languages have you programmed in?**
- Where do you see yourself in 5 years? 10 years?
- **Give an example of an occasion when you used logic to solve a problem.**
- Do you have questions for me?
Questions:
- Tell me about yourself?
- What are your strengths?
- What are your weaknesses?
- Why are you interested in working for …? 
- **What languages have you programmed in?**
- Where do you see yourself in 5 years? 10 years?
- **Give an example of an occasion when you used logic to solve a problem.**
- Do you have questions for me?
• Engage by telling stories to support your skills
• Start strong and end strong…
• Every answer should have three parts:
  ✓ Tell them what your going to tell them
  ✓ Tell them, with examples (stories)
  ✓ Tell them, again
Your Professional Presence

- Appearance
- Non-Verbal
- Verbal
- Internet
DO....

- Dress to suit **Business Formal** or **Business Casual**
- Dress conservatively (warm, dark colors are best)
- Keep hair neat (or put it up if you’ll fidget!)
- Iron or lay out clothes the night before
- Be mindful of makeup, piercings, jewelry, tattoos
- Carry a briefcase/pad folio rather than a purse or handbag

DO NOT....

- Wear jeans, sneakers, sandals, tennis shoes, or white socks
- Wear flashy, distracting, or overly large jewelry/accessories
- Wear wrinkled, stained, or mismatched clothing
- Wear strong cologne or perfume
- Have untidy hair and/or facial hair
- Bring a backpack to the interview
• Keep answers short and succinct
• Always stay positive
• Back up your words with examples!
• Avoid long pauses, and saying, “um, uh”
• Don’t embellish or overemphasize
• Ask questions when you have the opportunity
• If you don’t understand a question, ask for clarification
• Be mindful of nerves/talking too quickly

Utilize mock interviews to practice, practice, practice!
Nonverbal Communication can play several roles:

- **Repetition**: Repeats the verbal message the person is sending
- **Contradiction**: Contradicts the person’s verbal message
- **Substitution**: Better signifies a verbal message through non-verbal (ex. Eyes)
- **Complementing**: Positively enhances a verbal message
- **Accenting**: Add extra depth to a verbal message (ex. Waving hands)

*Source: The Importance of Effective Communication, Edward G. Wertheim, Ph.D.*
Have you “Googled” yourself?

- Employers Google applicants frequently
- The Internet never forgets!
- Don’t stop an interview before it starts!

How can you improve your internet presence?

- Search yourself to see what comes up!
- Check your privacy settings on public profiles to ensure limited viewing
- Pay attention to your photos and status updates
- Ask friends to refrain from tagging you in pictures/web content
As part of the application process, employers may also utilize:

- Drug and alcohol testing
- Criminal background check
- Credit check
Help yourself have a great interview!

• Get 8 hours of sleep the night before
• Have a good breakfast
• Arrive 15 minutes early
• Interviewer contact info
• Give yourself a pep talk!
• Detailed directions
• Bring extra copies of your resume
• References/Letters of recommendation

Send a thank you e-mail when you get home!
Don’t forget...

practice...practice...practice

QUESTIONS?

Thank You

Don’t Forget...