Interviewing Part I: Learn How to Prepare

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Senior Career Consultant for Alumni
✓ 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
Preparation

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
Assessment Exercises
Pride Exercise  
(modified from Schiebelbein, 2001)

<table>
<thead>
<tr>
<th>Accomplishment</th>
<th>Activities</th>
<th>Skills and Knowledge</th>
<th>Source of Excitement</th>
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1. Identify things that you have done in your life that are a source of real pride for you. Pick three to ten examples where you were a significant actor and where you truly enjoyed yourself in the process, and list these in the “Accomplishments” column. You do not have to limit yourself to work - or school - related achievements; also consider accomplishments from your volunteer and extracurricular activities and your personal life.

2. In the “Activities” column, list the things that you did that led to the accomplishment.

3. In the “Skills and Knowledge” column, list the skills that you had to use or develop in order to complete the activities described in the “Activities” column. This third column provides an inventory of your skills.

4. Take particular note of the skills used in more than one of your accomplishments. These represent your strengths.
Interests: How Do You Spend Your Time?

Consider your interests for a moment. Think of the hobbies and leisure activities that give you the greatest sense of satisfaction. Have you changed your thoughts about your interests based on current or previous work experiences? Add these thoughts to the information you compiled about your likes and dislikes from the previous worksheet. All of these factors combine to help you begin assessing your vocational interest. Most vocational interests fall into six major areas.

Review these categories and circle your level of interest in each section.

<table>
<thead>
<tr>
<th>little interest</th>
<th>high interest</th>
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<tbody>
<tr>
<td>Activities involving athletic or mechanical ability; preference to work outdoors or with objects, machines, tools, plants or animals.</td>
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<tr>
<td>1</td>
<td>2</td>
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<tr>
<td>Activities involving observing, learning, investigating, analyzing, evaluating, or problem solving.</td>
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<tr>
<td>1</td>
<td>2</td>
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<tr>
<td>Activities involving artistic, innovative, or intuitive abilities; preference for working in unstructured situations using imagination and creativity.</td>
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<tr>
<td>Activities involving working with people to enlighten, inform, help, train, or cure; being skilled with words.</td>
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<tr>
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<tr>
<td>Activities involving working with people, influencing, persuading, performing, leading, or managing for organizational goals or economic gain.</td>
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Values and Preferences: What’s Most Important to You?

Career Values
What aspects of work do you believe to be the most important? What job characteristics do you find rewarding? It is important to recognize that values play an integral role in career satisfaction. List the five career values that you consider the most important to you and cross out the five that you feel are least important. Add any others that you feel are missing.

Also, consider which value you would be willing to compromise if necessary and which value you would be the most reluctant to give up within your top five.

- Opportunity for growth/Chance to advance
- Money earned/Financial rewards
- Working for something you believe in
- Prestige
- Enjoyable work tasks
- Good benefits or vacation
- Learning from the job
- Regular travel
- Having your own office
- Location of the workplace
- Intellectual challenges
- Power
- Ease or freedom from worry
- Being an expert
- Independence on the job
- Clear expectations and procedures
- Room for creativity
- Working as part of a team
- Having authority or responsibility
- Having time for personal life
- Enjoyable colleagues
- Recognition
- Job security
- Chance to make an impact
- Low pressure
- Helping others
- Professional status

My five key values are:

1. 
2. 
3. 
4. 
5. 

Environment / Lifestyle
When you think about your future, in what atmosphere do you like to envision yourself? Your lifestyle choices affect what you want out of a career. Circle the choices that you value and then rank those that you have chosen in order of importance.
Increase Company & Industry Knowledge
• Who are the main employers/competitors in the field?
• Current trends/news about the employer and the industry
• Major trade and professional associations for your field of interest
• Mission, philosophy, goals, structure, and key people of the organization
• Locations of headquarters offices, major branches and subsidiaries; size and number of offices
• Major projects, services, and clients of the company
• Hiring department’s role as it relates to organization’s overall mission
• Organizational reputation and culture - performance metrics for the position and company
• Job responsibilities and qualifications sought
• How your long-term goals fit this job and organization
• What was learned from your most recent positions/activities that will be useful in this job?
• What is your track record for success?
• How can you hit the ground running, and what will you accomplish in your first three months?
• If you are a career changer, why are you interested in this new position or industry? What transferable and relevant skills do you bring to this position?
• Why are you looking to leave your current position?
Home

This is a guide to career information about hundreds of occupations!

**OCCUPATION GROUPS**
- Architecture and Engineering
- Arts and Design
- Building and Grounds Cleaning
- Business and Financial
- Community and Social Service
- Computer and Information Technology
- Construction and Extraction
- Education, Training, and Library
- Entertainment and Sports
- Farming, Fishing, and Forestry
- Food Preparation and Serving
- Healthcare
- Installation, Maintenance, and Repair
- Legal
- Life, Physical, and Social Science
- Management
- Math

**SELECT OCCUPATIONS BY**

- 2012 Median Pay
- Entry-Level Education
- On-the-job Training
- Number of New Jobs (Projected)
- Growth Rate (Projected)

**FEATURED OCCUPATION**

*Electro-mechanical Technicians*

Electro-mechanical technicians combine knowledge of mechanical technology with knowledge of electrical and electronic circuits. They install, troubleshoot, repair, and upgrade electronic and computer-controlled mechanical systems, such as robotic assembly machines.

**A-Z INDEX**

ABCDEF"HIJKLMNOPQRSTUVWXYZ
Call for Speaker Proposals for the 2015 Insights and Strategies Conference

Are you the speaker ISC wants to see? Now’s your chance to apply to speak in 2015.

Research News

- Brand New ‘2 Days’ GLEE Social...
- Kevin Hart on Sony ‘whore’ remark...
- Senior Account Manager - Social Media -
- Tagetik Recognized as Top Global Performance...

MRA Updates

- Unintended Consequences of Kansas Education...
- California Attorney General issues data...
- Excluding MR from the TCPA: MRA asks the FCC...
- Top MRA Articles of 2014

Latest Discussions

- Health insurance client says they...
- Confidentiality for Corporate...
- Text Analytics Software
- using customer contact info for a...
- Canada: MR Email Compliance with...
- Sweepstakes
- Professional Development Courses
- Who is attending MRA ISC this June?
- Need a Vendor who does Journaling...
- Research in Mexico

Outstanding Recruitment for Any

More Latest Discussions
Stony Brook University
Stony Brook, NY United States

This company is covered by Stuart Hampton. (bio)
Online Business Collection

Select a subject or scroll down to view entire list

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Business News

Connect to BIZLINK Databases

Search the MBRC

Upcoming Programs & Events

WEDNESDAY Jan 14
Walk-in Wednesday
WEDNESDAY Feb 4

Organize and Practice
# Interview Cheat Sheet

**Company** .................  **Position** .........................
**Date** .........................  **Time** .........................
**Place** .........................
**Who I'm Meeting With** .........................

<table>
<thead>
<tr>
<th>What I Love About the Position</th>
<th>Questions to Ask</th>
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<tbody>
<tr>
<td>The super-specific things about this company and position that make it a great fit</td>
<td>Things I don't know about the job or company, but want to ask during the interview</td>
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<tr>
<th>What Skills I Bring to the Position</th>
<th>Accomplishments to Highlight</th>
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<tbody>
<tr>
<td>The key skills and experiences that make me perfect for this job</td>
<td>My specific projects and achievements that relate to this job and highlight my skills</td>
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<th>Challenges to Address</th>
<th>Not to Forget</th>
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<tr>
<td>Questions the interviewer might have about my background, and how I’m going to tackle them</td>
<td>Contacts I have at the company, fun facts about my background, or anything else to mention!</td>
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### Post-Interview Notes

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<th>Follow-Up Needed</th>
<th>Send Thank-You Notes to</th>
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<th>What I Loved</th>
<th>Red Flags</th>
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### 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 (duh)
- 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
  - Umbrellas
  - Spot remover
  - Advil
  - Band-Aids
  - Extra stockings, 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?
• 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

Verbal

Non-Verbal

Internet

Professional Presence
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
Listen carefully!

Stay positive!

Be honest!

• 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...