

# THE INTERVIEW



*Career Services Center  
Southern Wesleyan University*

# Agenda

- Introduction
- Before the interview
- During the interview
- After the interview
- Common interview questions

# About the Center

The SWU Career Services program is designed to enhance student learning regarding their academic and career choices by providing programs, resources and services that assist students in gaining the knowledge, skills and experiences necessary to fulfilling their vocational calling.

The Career Services Center is located in the Student Life Center. The telephone number is 864-644-5150.

Yvonne Duckett, Director



# Before the interview

- Always research the company that you are interviewing for before the interview. One common question that you may be asked is, *"What do you know about us"?*

# Dress for Success



See examples on next two slides

# What not to wear



**Too tight**



**Too revealing**



**Jeans**



**Too short**



**Too casual**



# Suggested dress wear



# The Handshake



A *Firm* handshake and eye to eye contact is very important.



# During the Interview

- Do not chew gum or eat candy during the interview.
- Jot down notes as you see fit. Remember an interview is a two-way street.
- Always have a list of questions to ask the interviewer. These questions should be prepared before the interview.

# Answering questions

- Don't give long-winded answers—sometimes candidates cut themselves out of a job. Give the interviewer enough information to make a decision about you, but you don't want to give so much they are able to find something wrong with you.
- Suggestion: Rehearse answers to interview questions with a friend.
- (Ask the Career Services about Interview Stream, an interview practice service).

# Tough Interview Questions

## ■ **What Are Your Weaknesses?**

The best way to handle this question is to minimize the trait and emphasize the positive. Select a trait and come up with a solution to overcome your weakness. Stay away from personal qualities and concentrate more on professional traits.

## **Why Should We Hire You?**

- This is another broad question that can take you down the wrong road unless you've done some thinking ahead of time. This question is purely about selling yourself. Think of your greatest attributes or skills such as I have what it takes to be a leader and solve problems, or you might say that you are creative, and an achiever.
- *Note: You may be asked to give examples.*



Questions cont.

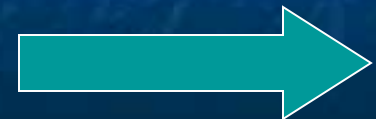
## ■ **Tell me about yourself**

Realize that most interviewers use this question not only to gather information, but also to assess your poise, style of delivery and communication ability. Don't launch into a mini-speech about your **childhood, schooling, hobbies**, early career and personal likes and dislikes. Instead, **cite recent personal and professional work experiences that relate to the position you're seeking and that support your resume credentials.**

# Questions you should ask

The following questions are presented only as interviewing guidelines. They are meant to help you prepare for the interview. Some questions may or may not be appropriate for your interviewing situation.

By practicing your responses to some of these questions, hopefully you will not be taken off guard if asked one of them. Most importantly, relax, go with the flow, and before you know it, you'll be in your next job.



# Questions you should ask

- **What are some of the objectives you would like to see accomplished in this job?**
- **What are some of the more difficult problems one would have to face in this position?**
- **What advancement opportunities are available for the person who is successful in this position, and within what time frame?**
- **How is one evaluated in this position?**
- **How much travel is involved with this position?**



# The money question



Never ask about how much the position pays unless the recruiter does.

If the recruiter asks you how much would you would accept, a good response would be to ask, what is the pay **range** for this position, or you may research this information before the interview.

# After the Interview

- Send a handwritten note to the interviewer.
- If you have not heard back from the interviewer after 8-10 days, call back and ask for the status of the interview.
- *Note: Make certain that you ask for a card so that you can have the information.*

- For additional information about your interview please call the Career Services Center (864-644-5150) at Southern Wesleyan University.