

Ready...Set...Go!

coaching you toward your best future

Interview Techniques



George Fox University
Career Services

Career Services: Vocation & Calling Fitness

Stevens Center 220 • 503-554-2330 • careers@georgefox.edu • careers.georgefox.edu

Getting Started

- ❑ Interview starts when you walk through the door.
- ❑ Treat receptionist/administrative assistant with respect and kindness.
- ❑ Your handshake makes an impression and conveys confidence and respect.
- ❑ Small talk is part of the interview.
- ❑ Body language speaks louder than words.
- ❑ Smile 😊 It will show enthusiasm and put you all at ease.



Common Types of Interviews

- Screening
- One-on-One
- Sequential
- Panel
- Social
- Group

Common Interviewing Methods

□ Traditional

- Looks for Traits vs. Behavior
- Allows Hypothetical Answers

□ Behavioral

- Actual situations
- Actions you took in these situations
- Results of your actions

Interview Questions

□ General Questions

- Tell me about yourself . . .
- Where do you expect to be in 3 – 5 years?
- What attracted you to this position?
- Describe a conflict you had on a job or activity and how you resolved it?
- What have been your most important accomplishments?
- What were your favorite courses in college? Why?
- Why should we hire you?
- Do you have any questions for us?

Interview Questions

□ Behavioral Questions

- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Describe a time when you had to use your written communication skills to get an important point across.
- Recall a time, give me an example, describe an instance, etc.

Interview Techniques

- Be Smart
 - Relax
 - Be Yourself
 - Market Yourself
 - Prepare by knowing responses and having questions ready to ask. Do a personal assessment prior.
Practice 😊
 - Avoid Controversial Subjects
 - Be sure good qualities are known before leaving
 - Do not speak negatively about anyone
 - End interview with course of action
 - Send a thank you letter.

Interview Techniques

- Appearance Matters
 - Pay attention to grooming
 - Wear conservative, classic clothing in darker tones
 - Suits are best
 - Shoes make a difference
 - Do not feel inferior to the interviewer

Negative Factors

Avoid negative factors *that will screen you out*

- Poor appearance
- Poor attitude
- Indications of dishonesty
- Bad-mouthing others
- Lack of enthusiasm
- Indications of lack of dependability
- Excessive aggressiveness
- Body odor
- Questionable eating/drinking habits
- Tardiness
- Indecisiveness

Negative Factors

□ Don't

- Be a threat to the interviewer
- Be late or too early
- Dwell on liabilities
- Be a name dropper
- Interrupt
- Take other people with you to the interview
- Be overbearing
- Be negative

Interview Techniques

- Do:
 - Research the company
 - Practice interviewing
 - Study potential Q's & A's
 - Know overall & major GPA
 - Advise your references
 - Be on time
 - Bring extra copies of resumes
 - Be positive in responses

Interview Techniques

□ Do:

- Respect all people in office
- Thank the interviewer
- Be straightforward
- Listen intently
- Remember you can negotiate
- Be honest
- Be professional
- Follow up, on time, with everything you say you will do.

Practice, Practice, Practice 😊

- Below are some good websites that have a lot of information including sample interview questions to help you prepare:
 - <http://www.collegegrad.com/intv/>
 - <http://www.quintcareers.com/intvres.html>
 - http://www.georgefox.edu/offices/career_services/htmlpages/Tutorials.html
 - <http://www.wetfeet.com/asp/article2.asp?aid=509&atype=Interviewing>
 - <http://academic.georgefox.edu/web/video/default.html>

- Misc.
 - <http://www.aafcs.org/index.html>

We are here to help you!

Career Services

Stevens Center 220

503-554-2330 or ext. 2330

Email: careers@georgefox.edu

Website: www.careers.georgefox.edu