

OFFICE OF CAREER SERVICES

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INTERVIEWING SKILLS

Traits of a Great Interviewer

- Arrive on time (no earlier than 5-10 minutes)
- Read company materials while you wait
- Have a firm handshake and don't forget to smile
- Listen to full question before responding
- Use positive body language—nod, smile, etc.
- Thank interviewer
- Write a thank you note

Before the Interview

- Memorize the name of the person who will interview you
- Decide what you will wear
- Make sure you have a good hair cut, etc.
- Find out exactly where you are going, where to park, and how long it will take to get there
- **Avoid** alcohol, garlic and other foods that may cause odor or gas
- Get a good night's sleep

Professional Dress—Women

- Best choices
 - Navy or black suit, solid blouse
 - Suit in solid colors, printed blouse
 - Straight dress with jacket, solid colors
- Skirts should be knee length
- Trousers should be pressed
- Wear polished, low heeled shoes
- Minimal accessories
- Hosiery - appropriate color, no holes
- Don't wear anything too tight or revealing



Professional Dress—Men

- Best choices
 - Business suit, dark colors (blues, grays, browns), white shirt
 - Suit with solid shirt
 - 2-piece suit, lighter colors, striped shirt
- Tie should be solid or basic pattern—no cartoon characters, sports teams, flamboyant patterns or colors
- Button your jacket when you stand
- Shine your shoes
- Socks-appropriate color, no holes, long length



Morning of the Interview



- **Eat Brain Food—No sugary breakfast of donuts!** Good options include Greek yogurt, hard-boiled eggs, nuts, blueberries, and oatmeal.
- **Use Hand Sanitizer!** Sweaty palms make a bad impression. Rub unscented hand sanitizer on your hands to control excess sweating from stress.
- **Talk With Your Favorite Cheerleader!** Have a conversation with a positive friend, relative, or mentor to boost your mood.
- **Don't Over Prepare!** Put away notes and other materials at least an hour before the interview. You don't want to sound too rehearsed.

What are interviewers looking for?

- First Impressions
 - Appearance, Enthusiasm, and Confidence
- Interview Content (technical skills and knowledge)
 - Knowledge about the company/organization, Ability to relate your skills to the position
- Interview Skills/Techniques
 - Eye contact, Appropriate Language, Not speaking too slow or too fast
- Closing
 - Confirming your interest in position, Thanking the interviewer

*Source: National Association of Colleges & Employers
(NACE)*

Pre-Employment Screening

- Personality Assessments
- Ability/Talent Assessments
- Physical Exams
- Drug Tests
- Physical Strength
- Emotional Intelligence
- Sample Job Tasks
- Background Checks
- Credit Checks
- Education Credentials



Types of Interviews

- Informational
- Screening/Phone
- Individual
- Committee
- Follow-up
- Task/Testing
- Behavioral



Types of Questions

- General Questions
 - Sample: “Why did you leave your last job?”
- Behavioral
 - Sample: “Give me an example of a time when you set a goal and were able to meet or achieve it.”
- Situational
 - Sample: “Discuss a situation during the past year in which you had to deal with an upset customer or coworker.”
- Technical
 - Sample: “What are your best technical or computer related skills?”

At the End of the Interview

- Ask for their business card
- Use interviewer's name
- Send a short thank you note within 24 hours
- Remind them of key points from the interview
- Emphasize your interest



DIGITAL DIRT

Appearances count, both online and offline.



Monitor Your Digital Life

- Google yourself to see what pops up on the search.
- Check privacy settings on Facebook and Myspace
- Review Twitter feed
- Establish a professional profile on LinkedIn



Career Services Contacts

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