

The Interview

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Ace the Interview Before it Begins...

- Conduct Company Research
- Prepare a Resume That Sells
- Practice Answering Interview Questions
- Arrive Prepared

Scheduling the Interview

- According to Glassdoor, the best time to interview is Tuesday, 10:30am.
- Remember the interviewer has many responsibilities beyond hiring.
- Avoid the bookends on Monday's and Friday's.
- Avoid the first or last slots of any workday.

Scheduling the Interview Cont.

- Except when decisions must be made quickly, or little deliberation is needed, take the 1st slot.
- Bottom line – If the firm is hiring for a job starting in a few months, try to interview late morning between Tuesday through Thursday.
- If the firm is hiring immediately, grab the earliest slot.

Plan Ahead

- First Impressions – First five minutes
- Practice - Verbal
 - Use short summary answers
 - Be confident and concise
 - Show passion
 - Rehearse with others

Phone Interviews

- Know if you can take the call when it comes
- Have documentation at your fingertips
- Know answers to common questions
- Smile while on the phone
- Web profile or LinkedIn profile
- Focus on language and voice
- Avoid selfish questions during the interview
- Get up and walk around.

The Handshake

- The strength of the handshake conveys many things.
- A limp handshake AKA “the dead fish”.
- A firm handshake.
- A strong handshake AKA “the bone crusher”

Body Language

- Be aware of shaking or sweaty palms.
- Don't move about or fidget.
- Hold eye contact.
- Keep your hands in front of you.
- Ensure posture is straight.
- Be aware of chopping or pointing
- Don't touch your face
- Remember to mirror

Body Language Cont.

- Crossed arms
- Smile and nod
- Hands Behind Back
- Mismatched expressions
- Shifty eyes
- Staring
- Use your hands

Additional things to remember when Scheduling an interview

- Be Flexible – When looking for a job taking time away from the office or your life is unavoidable
- Be Brief – The scheduler doesn't need to know everything going on in your life
- Spell and Grammar Check – It isn't the end of the world if you have a minor typo in an email
- Look at a Calendar - Make sure you are confirming a date that exists

Plan. Ahead Cont

- Practice – Non-Verbal
 - Firm Handshake
 - Eye Contact
 - Sitting
 - Gestures (use hands naturally)

According to recruiting firm Adecco,
the biggest mistake 75% of
interviewers make is not dressing
appropriately.

Dress Professional

- Image is set in the FIRST 20 seconds.
- No facial jewelry. One pair of earrings.
- Dark conservative clothes.
- White, cream or light colored long sleeve shirt or blouse
- No body spray, perfume or cologne
- Clean and well shaped finger nails
- Well trimmed and groomed hair
- Cover tattoos

Dress Professional - Women

- Flat or low heeled dress shoes.
- Suits with skirts are considered more professional than slacks
- Always wear hosiery
- Minimal, conservative jewelry.
- Clear or light colored fingernail polish
- Natural, light make-up
- Long hair should be pulled back in a conservative style

Dress Professional - Men

- Solid or conservative tie
- Dark, matching dress socks
- Any facial hair should be well groomed
- Watch, wedding and class rings should be the only visible jewelry
- Hair should be neat and styled conservatively. Long hair should be pulled back into a ponytail

Interview Attire Tips

- Before you even think about going to an interview. Make sure you have appropriate interview attire and everything fits correctly
- Get your clothes ready the night before
- If your clothes are dry clean only, take them to the cleaners after an interview, so they are ready for the next time
- Polish your shoes
- Bring a breath mint and use prior to entering the building.

Don't Dress for the Job You Have, Dress for the Job You Want

BUSINESS PROFESSIONAL

BUSINESS CASUAL

BUSINESS PROFESSIONAL

BUSINESS CASUAL

Labels for Business Professional (Women):

- LIGHT BUTTON-UP SHIRT
- PRESSED SUIT
- PORTFOLIO
- NATURAL LOOKING MAKEUP
- NO BULKY JEWELRY
- APPROPRIATE LENGTH SKIRT
- POLISHED, CLOSED-TOE SHOES

Labels for Business Professional (Men):

- FRESH HAIRCUT
- CLEAN SHAVEN
- APPROPRIATE TIE
- PRESSED SUIT
- PORTFOLIO
- POLISHED SHOES

Labels for Business Casual (Women):

- NICE BLOUSE

Labels for Business Casual (Men):

- BUTTON-UP SHIRT
- MATCHING BELT AND SHOES
- PRESSED SLACKS

What to wear?

This guide demonstrates acceptable Business Professional and Business Casual Attire for your upcoming career events.
NOTE: For Interviews, always choose Business Professional attire.

Types of Interviews

- Telephone
- Skype
- One-on One
- Group/Panel
- Meals/Cocktails

Various Settings

- Chairs & Sofas
- Sitting Across a Desk or Table
- Side by Side
- In a Restaurant

What Not to Bring to the Interview

- Cell phone
- Ipod/Ipad
- Coffee or soda
- Your pet
- Your parents/family/friends

General Interviewing tips

- DO
 - Arrive before the appointment time (10-15 minutes earlier)
 - Arrive alone
 - Introduce yourself in a confident way to the receptionist.
 - Be polite, but not overly to the point of insincerity.
 - Be patient
 - Shake hands firmly with everyone and stand until offered a chair
 - Thank the interviewing for interviewing you

General Interviewing Tips Cont.

- Maintain good eye contact
- Be honest
- Be positive, enthusiastic, and genuinely interested about the job, the company, the interviewer
- Ask questions
- Take copies of your resume, reference list/letters. Portfolio, work samples and any other pertinent documents
- Stress your strong point and experience
- Smile (a lot)!

General Interviewing Tips

- Don't
 - Smoke or chew gum
 - Avoid refreshments (cups spill)!
 - Use the interviewers first name, unless otherwise indicated
 - Watch the clock
 - Fidget with your clothes, hair or jewelry

General Interviewing Tips Cont.

Don't

- Mention personal or financial problems (health or family)
- Ask to use the company telephone
- Apologize for lack of experience or training
- Stress your need or plead for a job
- Ask the interviewer how you did?

General Interviewing Tips Cont.

- Don't
 - Argue or tell the employer your troubles
 - Use slang or Profanity
 - Place your handbag or briefcase on the employers desk
 - Gossip or tell jokes
 - Say negative things about yourself or others
 - Focus on wages, benefits or vacation

Traditional Interview Style

- More focused hypothetical, cognitive and personality type questions.
- Employer asks questions that pertain to the job and your qualifications.
- The employer may ask what you would do in certain hypothetical questions
- These types of interview questions can have shortfalls. They can be very close ended which limits prodding.

Traditional Style Interview Questions

- Tell me about yourself
- What are your strengths and weaknesses
- Why are you interested in working for us
- Where do you see yourself in 5 years

Behavioral Interview Style

- Developed in the 1970's by industrial psychologists. Designed on the premise that past behavior predicts future performance.
- Five times more accurate in predicting a candidates ability to do the job.
- These interview questions are specifically designed to probe into your experiences and determine if your skills are the best match for the position.

Preparing for a Behavioral Interview

- Develop high impact stories using the SAR (Situation, Action, Result) technique.
- Brainstorm your background
- Review your Resume
- Identify your best accomplishments
- SAR statements should reflect you in the best light possible
- Includes situations that began negatively, but had a positive impact
- Have about ten stories to tell. You can adapt them to different questions when they are asked

Example Behavioral Interview Questions

- Convince me that you can adapt to a wide variety of people and situations
- Tell me about a time where you successfully resolved an interpersonal conflict
- Describe a situation where you showed initiative and took the lead

Craft your Story Statement

- Most interviews start off with “Tell me about yourself” or “Walk me through your resume”.
- I studied [major X] because I really care about making a difference in [industry Y] as you can see through my last job at [company Z]...
- This answer is like tearing the first 200 pages out of your autobiography. You leave out everything that gives meaning to why you want this job.

Create your Story Statement Cont.

- I can summarize who I am in three words
- The quotation I live my life by is....
- My personal philosophy is...
- People who know me the best say I'm....
- My passion is....

- Prepare for the “What is your weakness?” question

During the Interview Avoid...

- Being a Smiley Face – is seen as nervousness and lack of confidence
- Being a Small Talker – Your job is to be knowledgeable of the company
- Sweating – Sweaty palms or beads on your forehead do not impress.
- Being a Road Blocker – Hesitance and nay saying are seen as negative
- Being petty – Don't ask questions about routine elements or company functions

During the Interview Avoid Cont.

- Lying – Studies show that employees lie frequently in the workplace.
- Being a bad comedian – Humor is subjective. Yet, nothing disarms the tension of an interview like a little laughter
- Being high maintenance – talking about ideal office temperature, perfect chair etc
- Being a time waster – You will be given a chance to ask questions. Make them intelligent and to the point.
- Being a Switchblade – Trash talking former employer

Wrapping Up & Follow Up

- Conduct a self evaluation
- Send a thank you card / letter
- Follow up with the employer. This should be one of your final questions.
 - What are the next steps?

Write thank you notes to everyone that interviewed you.

Call or email the employer to check on the status of your application and to inform them that you are still interested in the position

Continue Job Searching – Never put all of your eggs in one basket.

Miscellaneous

Social Media

- 91% of employers search your social media for any red flags.
- Use Social Sweepster an Application that detects unprofessional photos and objects.
- Social Sweepster CEO, Tom McGrath states “Too many recruiters reject a candidate because of something found on their social platform.

Why the receptionist and secretary are part of the interview?

- After the interview, I will ask the receptionist and secretary questions about you.
- Did you arrive early?
- Were you well mannered and polite?
- Did you seem nervous?
- If they report that you were rude, condescending or unprofessional in any way that is a problem.
- It will sit in the back of my mind while I review your answers to my interview questions.

Appendix

Sample Traditional Interviewing Questions

- Tell me about yourself.
- What are your strengths and weaknesses?
- Why are you interested in working for us?
- What would you do if you were having difficulties with another employee on your project?
- What would you do if someone asked you to overlook a problem with your project?
- Where do you see yourself in the next 5 years?
- How did you like your last job?

Sample Behavioral Questions

- Give me an example of a time when you had to keep from speaking or making a decision because you did not have enough information.
- Give me an example of a time when you had to be quick in coming to a decision.
- What is the toughest group that you have had to get cooperation from? How did you win them over?
- Have you ever had difficulty getting others to accept your ideas? What was your approach? Did it work?
- Give me an example of a time when you went above and beyond the call of duty.
- Describe a situation when you were able to have a positive influence on the action of others.
- Tell me about a situation when you had to speak up (be assertive) in order to get a point across that was important to you.
- Have you ever had to “sell” an idea to your co-workers or group? How did you do it? Did they “buy” it?
- What have you done in the past to contribute toward a teamwork environment?
- How do you decide what gets top priority when scheduling your time?
- What do you do when your schedule is suddenly interrupted? Give an example.
- Give me an example of an important goal which you had set in the past and tell me about your success in reaching it.