



How to Interview

Dan Whitenack

Interview



"PLEASE EXCUSE MY MOTHER, THIS IS MY FIRST INTERVIEW."

Interview



Interview

Phone Call/Email...

- We'd like for you to come in for an interview
- Reaction??



Interview

Prepare: Know The Company

- History
- Market/competitors
- Recent performance
- Current strategy



Interview

Prepare: Know The Role

- Job Title
- Department
- Key partners; department interacts



Interview

Prepare: Know the Interviewers

- Who will be interviewing you—
 - What are their roles
 - look them up on LinkedIn



Interview

Prepare: Anticipate Questions

- What are key skills for the role
- Anticipate behavioral questions
 - Tell me about a time when...
- STAR Statements
- What are the likely issues facing Interviewers; what will they be concerned about;



Interview

Prepare: What to Wear

Women

- Conservative
- Jewelry
- Perfume?

Men

- Suit; conservative colors;
- Act like you've won one before;



Interview



What to Wear to Your Job Interview

Interview Attire for Men:

Clean shaven face or neatly trimmed beard

Two-piece suit

- Cleaned and pressed
- Conservative colors like navy and dark gray

Long-sleeve shirt, even in summer

- White or light blue solid color

Empty pockets to eliminate bulges

Conservative tie

Belt matching color of shoes

Leather shoes, black or cordovan

- Polish night before

No earrings

Clean, trimmed fingernails



Tips

- ❗ Lay out your interview outfit the evening before and check for stains, tears or missing buttons.
- ❗ Make sure your interview clothing is clean and well pressed.
- ❗ Except for women's earrings, avoid body-piercing jewelry.
- ❗ Avoid perfume, cologne, and aftershave.
- ❗ Men should be clean-shaven. A carefully trimmed beard or mustache is also acceptable. Avoid stubble that looks like a few days of growth.
- ❗ If possible, cover your tattoos.
- ❗ Wear clothes that fit.
- ❗ Do not wear flashy jewelry or watches.

Interview Attire for Women:

Two-piece, matched suit

- Skirt should cover thighs when seated
- Navy, black, gray or dark brown

Tailored blouse, shell or knit top

- Do not show cleavage
- Avoid gaping at chest

Leather Shoes

- No stilettos or platforms

Carry only one bag or tote

Avoid perfume

Avoid heavy makeup

Clean, trimmed fingernails



You only get one chance to make a good first impression with a potential employer. The clothes you wear are the first part of that first impression, so dress to impress. A business suit says you mean business, even though it may make you feel overdressed and uncomfortable. It shows that you care about making a good first impression. Thousands of people are eliminated as job candidates every week merely because they were not dressed appropriately for the interview, but a business suit is always appropriate.

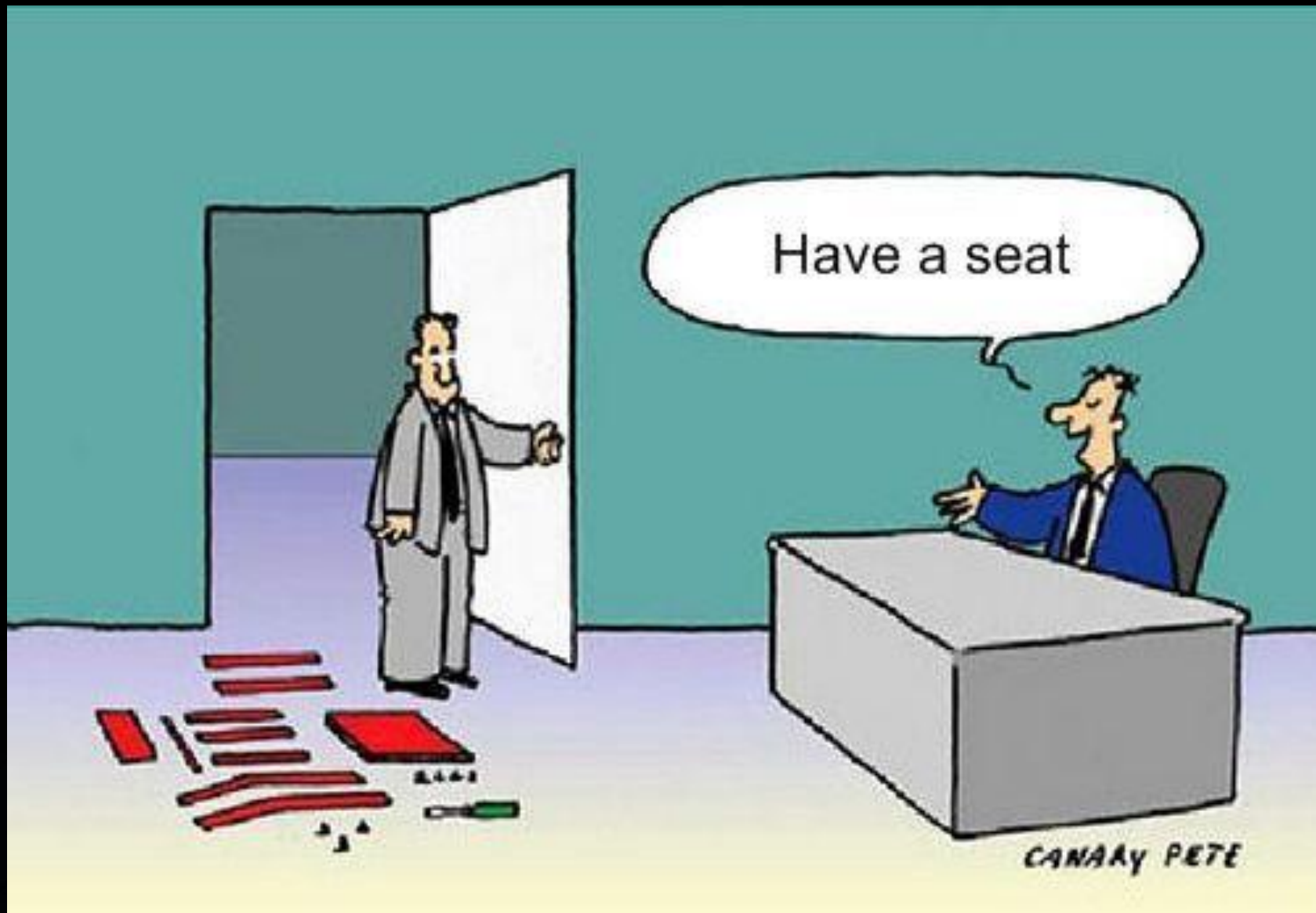
Interview

What to Bring

- Business cards;
- Resumes
- Organizer/pens
- Water bottle
- Phone: No/off;



Interview



Interview

Arrival

- 5-10 minutes early
- LATE=No Job



Interview

Introduction

- Firm Handshake
- Happy; smile;



Interview

Sitting

- Be comfortable;
- Sit up;
- Excellent eye contact
- Smile;



Interview

Rapport

- Weather
- Traffic
- Weekend
- Tell me about yourself



Interview

Answering

- Listen
- 1 minute responses
- STAR Statements
- Smile



Interview

End – Any Questions?

- Project yourself into the role;
 - issues facing this department/role?
- What would be my top priorities in this role?
- Don't ask about the benefit package;
- What are next steps?
- When should I expect to hear back?



Interview

When should I expect to hear back from you?

Well... We do have a few other resumes to look over first.

- JPG -
- Tony -
- Gaila -
- Wala -
- Steve -
- NUMBER -
- Allyn -

Interview

Departure

- “Do you have a minute? I’d like to introduce you to my boss...”



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