**Interview Notes**

**What is a job interview?**

* A business meeting where both parties make a deal, or not, about an employment opportunity.
* Research confirms that if job applicants take the time to find out something about the employer and employment, they are more likely to get the job.

**How can you research your job?**

* Find out about the business through annual reports, phone and ask, news stories.
* Talk to someone who works for the company.
* Ask questions.
* When you talk to someone from the company get their name, position, and phone number to reference later.

**Tips Before an Interview.**

* Get familiar with the location Bus stops, Parking)
* How long does it take you to arrive?
* Learn what to expect.
* Write down the address and time.
* Have a pen and paper on hand. So be prepared.
* Prepare a resume.
* Prepare questions and answers. Run your questions by someone.
* Allow plenty of time. Be 15 minutes early.
* Thank the interviewer.

**Four Kinds of Interviews.**

1. **Screening**

* Conducted in person or over the phone
* Checking to see if you have the basic requirements.
* If successful, move on to an interview.
* Ex) To be moved from the general candidates (200) to the specific candidates (20)

1. **Panel**

* No more than three people conduct the interview.
* Multiple people ask you questions and all write a response.
* They collectively talk and share their opinions about your answers.
* Ex) for a teacher – Principal, Teacher, and District office person

1. **Serial**

* Stages of the interview. Big corporations use this.
* Ex) Men in Black

1. **Video**

* Available if you cannot meet in person.
* Teleconferencing is another option.

**Do’s**

* Arrive 15 min early.
* Look at people; smile, be polite, pleasant, honest, and sincere with everyone.
* Be self- confident.
* Present yourself appropriately.
* Remain standing until offered a chair.
* Follow the interviewers lead.
* Emphasize what you can contribute.
* If you do not understand, or hear the question ask to repeat.
  + Can you please rephrase the question?
* Remember their names.
* Turn off cell phone and put it away (do this before entering the building).
* Water

**Don’ts**

* Give up
* Smoke, chew gum, chew, or drink coffee in the interview.
* Fidget or make a lot of hand gestures.
* Talk about your needs until after the job offer is made such as salary, benefits.
* Provide yes/ no, or I don’t know answers.
* Lie or think out loud.
* Listen to music
* Have your cell phone out.

**Presenting yourself**

This will create an impact.

* Physical appearance
* Dress
* Gestures
* Grooming
* Posture
* Expressions
* Eye contact
* Handshake

**Handshake Test**

* Two rows facing each other.
* Shake the hands of the person across from you, critique, rotate, and critique again.
* If students fool around have them sit out of the exercise.

(What are they looking for)?

* Firm but not knuckle breaking
* Eye contact
* Lock thumbs, do not grab fingers.
* Rigid hand, not limp like a noodle.

Now do the handshake test again, any better?

Provide some examples of panel interviews.

**Interview Skit**

These will all be professional interviews.

* What kind of interview? Panel, Serial, Video
* What are your roles- Everyone must be involved? Interviewer(s) or Interviewee(s)
* What job are you interviewing for? Roles? Duties? What are you applying for?
* Appropriate dress and body language. You need to dress for the job you are applying for.
* Speak loud and clear.
* Introduction- Handshake, waiting to be seated.
* Body- questions, answers, notes.
* Closing- what happens next? Handshake?
* Script needs to be handed in.