



DURING THE INTERVIEW

MCCTC

Career Based Intervention



During the Interview: Arrive early

- Arrive five or ten minutes early.
- Come alone.
- Bring everything that you think you might need
 - *Paper and pen for notes*
 - *Personal fact sheet*
 - *Two copies of your resume*
 - *List of references*
 - *Notes about the company*
 - *Answers to questions*
 - *Questions for the interviewer*
- Keep everything neatly organized in a folder

During the Interview: While You Wait

- Be pleasant to everyone you encounter.
- You don't know who you are talking to or what their position is in the company.

During the Interview: While You Wait

- While waiting for you interview to start
 - *Relax*
 - *Look over your list of questions*
 - *Do not smoke, chew gum, or do anything distracting.*
 - *Do not ask the receptionist any questions about the company or the person who is going to interview you.*

During the Interview: Effective Communication

- Greet the interview with a firm handshake and a smile.
- Sit up strait when the interviewer asks you to sit down.
- Let the interviewer set the tone of the interview
 - *Try to establish a compatible relationship*
 - If they are business like, your style should be business like
 - If they are cheerful, you should be cheerful
- Listen to each question carefully
 - *Wait until the interviewer has asked the entire question before you answer*

During the Interview: Effective Communication

- *Answer each question briefly but try to avoid one word answers*
- *Stay on topic until you are sure that the interviewer has understood your answer*
- **Nonverbal Communication (Body Language)**
 - *Sit comfortably but do not slouch*
 - *Keep your hands on your lap*
 - *Look the interviewer in the eye*
 - *Keep a pleasant expression on your face*

During the Interview: Asking Questions

- Do not be in a hurry to ask questions
 - *If you are not asked if you have any questions, wait until the end of the interview and ask if you may ask some questions*
 - *Be careful not to interrupt the interviewer*
 - *Your questions should reflect a sincere interest in the company*

During the Interview:

Concluding the Interview

- If the interviewer has not told you when a decision will be made, ask them.
- Many people never actually ask for the job
 - *Tell the interviewer you want it*
 - *“I know I can do the work”, “I would like to have the job”.*
- On the way out, don't forget to thank the receptionist or assistant.

After the Interview

- Send a follow-up letter or a thank you letter
 - *Even if in the end you do not get the job.*
 - *Send a thank you letter anyway. You never know when another position will become available.*
- A follow-up letter
 - *Keeps you in the interviewers mind*
 - *Shows that you have continued interest in the position*
 - *Allows you to reinforce key points that you may have discussed at the interview*
- Tell them that you are interested in the job.

SAMPLE FOLLOW UP LETTER

Learning Objective: To gain knowledge of the correct way to write a follow up letter.

10 Summer Lane
Birmingham, AL 35215
June 23, 2003

Mr. Eric Padget, Director
Josie's Day Care & Kindergarten
258 Center Street North
Birmingham, AL 35204

Dear Mr. Padget:

Thank you for taking time yesterday to interview me for the childcare assistant's position that will become available in August.

After talking with you, I am very excited about the possibility of joining your company. I am confident I could do a good job for you.

I look forward to hearing your decision and hope it will be a favorable one.

Sincerely,

Sekenya Hardy

FOLLOW-UP LETTER AFTER AN INTERVIEW

George Vazquez

4706 Billsbury Drive, Hicksville, New York 11530

August 4, 2004

Ms. Paula Campbell
Director of Human Resources
Morgan Enterprises
40-35 Kissena Boulevard
Flushing, New York 11365

Dear Ms. Campbell:

I would like to thank you for making the time to meet with me on August 4, 2004. I was delighted to share with you my vision and enthusiasm in working as a part of your team.

In touring the company, I was particularly struck with how I might be an asset with your culturally diverse employees. As you shared with me, it must be quite difficult not having anyone on your management team who speaks another language fluently.

We did discuss that you had several other candidates to interview. In addition, we agreed that I could call you next week to see where you are in the hiring process.

I feel confident I could make a significant contribution to Morgan Enterprises. I look forward to speaking with you again next week. Please feel free to call me with any additional questions regarding my qualifications.

Sincerely,

George Vazquez