

The Center for Career & Entrepreneurial Services

Orcutt Student Service's Building - Room 204
845-790-3750 | Careerservices@sunydutchess.edu
www.sunydutchess.edu/careerservices/

Mondays: 8:00 – 5:00
Tuesdays: 8:00 – 7:00
Wednesdays: 8:00 – 5:00
Thursdays: 8:00 – 5:00
Fridays: 8:00 – 5:00



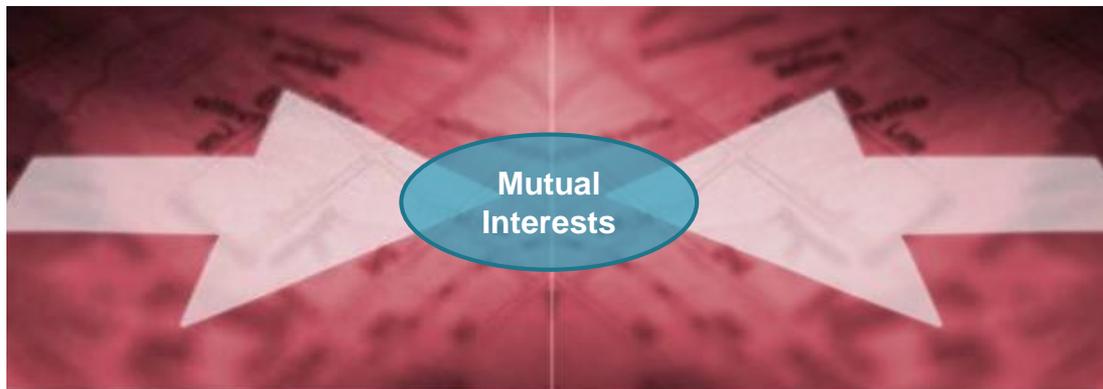
Interviewing

What to expect & how to prepare

Interviewing is a Two – Way Process

It is an opportunity for you and the interviewer to address your **mutual interests**.

- The interviewer is determining whether or not you would be a **good fit for the organization**.
- You are determining whether or not the organization would be a **good fit for you**.



**There are
different types of**

Interviews.



- **Screening or informational Interviews**
- **Hiring Interviews**
- **Behavioral-based Interviews**
- **The Multiple Mini-Interview**

Screening Interviews

A screening interview is a first impression to see if the applicant meets the basic skills sets an employer is looking for. These types of interviews are often conducted by Human Resources or a recruiter.

Types of Screening Interviews:

- Job Fairs
- On-Campus visits
- Preliminary Interviews
- Telephone Interviews
- Group Interviews



Hiring Interviews

Hiring interviews are usually conducted by a person or a group of people either with authority to hire or ability to influence the hiring decision – AKA The DECISION MAKERS.

Panel or Board Interviews

- Conducted by two or more people simultaneously.
- Each person usually takes turns asking questions and has their own separate agenda.

Series Interviews

- One-on-one with the key decision maker.
 - You may meet with multiple interviewers one-on-one over the course of a day or a week or two as you move up in the process.
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DECISION MAKERS

The Power of Networking

Keep in mind that the first time you meet a Decision Maker may not be at the interview. Decision Makers often know talent when they see it and can be on the lookout for the perfect personality in every setting. You could informally meet a decision maker at:

- A career expo or panel discussion
 - Networking event
 - Volunteer or community service activity
 - Social gatherings
 - At your current place of employment
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Behavioral Interviews

A behavioral interview can:

1. Place candidates in an actual work setting and the person is asked to either complete a task (type a document, program a machine, make a product, prioritize items in an inbox).
 2. Ask candidates to describe in detail how they would handle a task or specific situation. You will be describing how you process and think through a task, challenge or problem.
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Behavioral Interviews

Use **STAR Stories** to describe past behavior in order to highlight why you are suitable for the position.



- What was the **S**ituation
 - Describe the **T**ask that needed to be completed
 - What was the **A**ction **YOU** took
 - Describe the **R**esult of your action
-

Before the Interview

- **Research the Company** vision, mission & culture recent news articles/releases.
 - **Research the Position.**
 - **Research the interviewer** if you know that in advance.
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Know Yourself

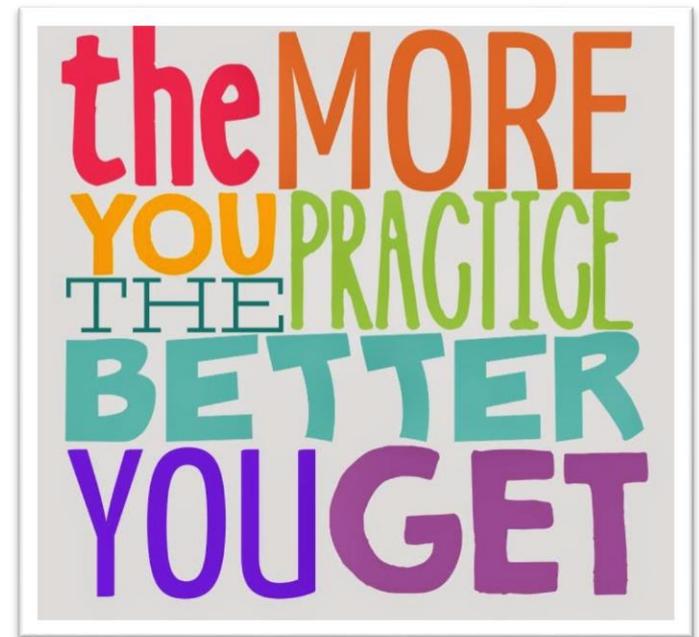
How will you contribute?

- What are your strengths – unique qualities?
 - What are your short/long term goals?
 - Think about your values and interests?
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Preparing Your Answers

How to prepare:

- Get ready for the common questions:
 - Tell me about yourself?
 - Why do you want to work here?
- Identify your **STAR** stories
- Write out your answers or practice them aloud.
- Schedule a mock Interview.



Interviewing Mistakes to Avoid

- Not being prepared.
- Answering weakness questions incorrectly.
- Not dressing for success.
- Leaving your cell phone on.
- Arriving late to the interview.



Leading up to the Interview

- Confirm the address and location of your interview.
 - Research directions or public transportation options.
 - Research parking locations and cost (especially in cities).
 - Ensure your professional attire is clean and wrinkle-free.
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What to Bring to an Interview

- Copies of Resume
- Copies of References
- Pad and pen
- Portfolio – if pertinent
- Questions to ask the interviewer(s)



Starting Strong

- Arrive 10-15 minutes early.
- Be friendly to EVERYONE you encounter.
- Turn off your cell phone.
- Have a good handshake.
- Pay attention to your body language.
- Be a good listener.
- Make eye contact with all your interviewers



How to Answer Illegal or Discriminatory Questions

Hiring based on race, religion, age, marriage parental status etc. is discrimination and in many states illegal. Often times when an employer asks one of these questions it is up to you to figure out what they really want to know.

Asked Question

Do you have/plan to have children?
What year were you born/graduate high school.
Are you a U.S. citizen?
When was your last physical exam?
Have you ever been arrested?

Possible Question to Answer

Are you a reliable employee?
Are you over-qualified for the job (cost too much money)?
Are you authorized to work in the U.S.?
Do you have a disability?
Are you honest /trustworthy?

Try to address the interviewer's underlying concern by responding with an answer that affirms your confidence in the ability to perform the duties of the job description.

Do You Have Any Questions?

YES – Always ask a question or two:

- Is this a new position?
 - Why is this position currently open?
 - How will I be trained?
 - Can you please describe what a typical day might be like?
 - What is your favorite part about working at this company?
 - What does success look like in this position – how do you measure it?
 - What do you see as the most challenging aspects of this job?
 - How would you describe the work environment here?
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Words

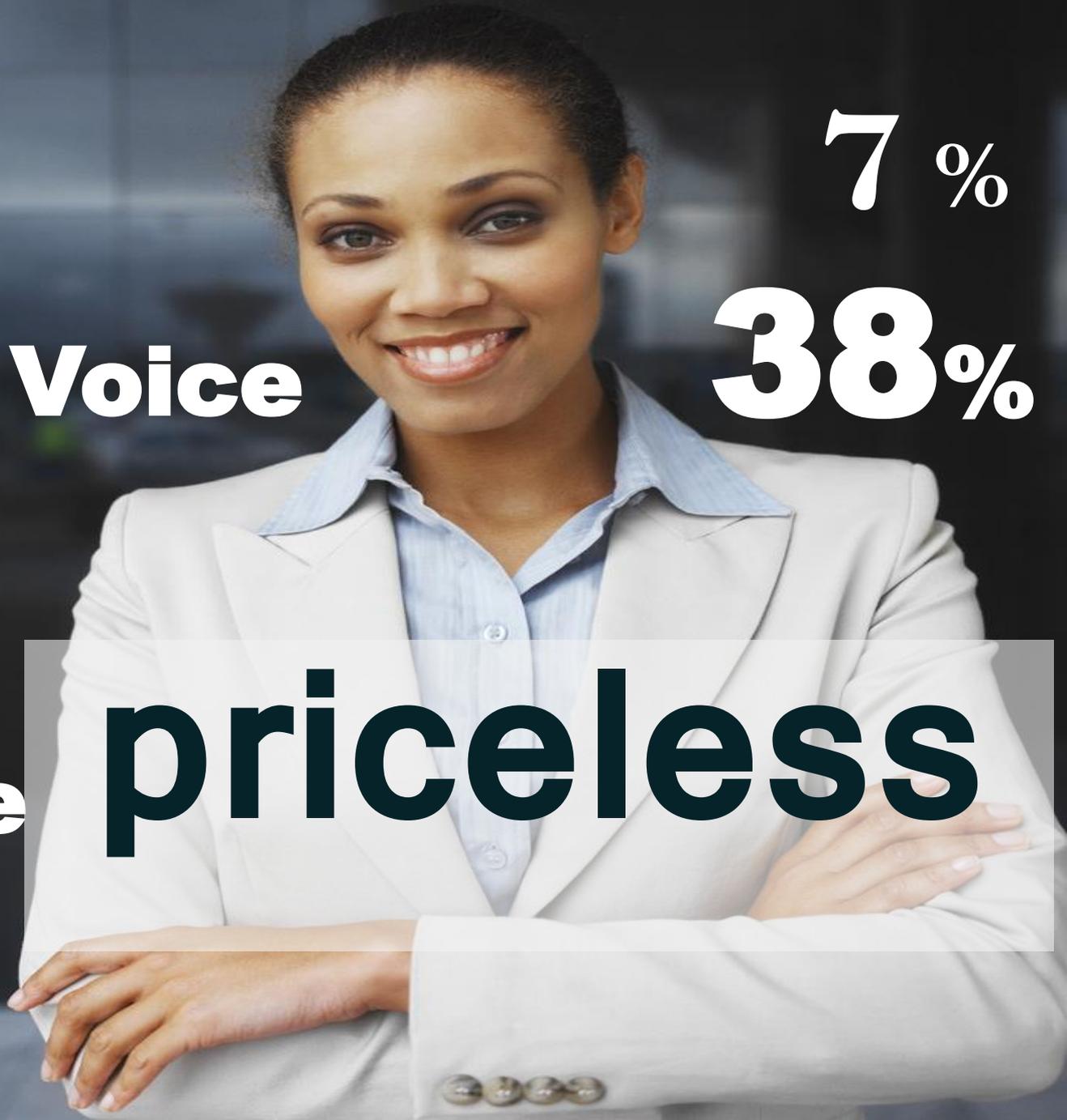
7%

Tone of Voice

38%

**Body
Language**

priceless



Closing the Interview

- At the end of the interview be sure to express your enthusiasm and desire for the job by saying it.
 - Summarize and market your skills and strengths.
 - Thank the interviewers for their time. Smile and shake hands and offer to provide any additional information they may need.
 - Ask what the next steps will be in the process.
 - Ask for the business cards of the interviewer(s).
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After the Interview

Thank You

- Within 24 to 48 hours (don't delay!) send a thank you letter or email to your interviewer/s.
 - This is very important because a thank you note gives you one more chance to remind the employer about the special skills that you can bring to the company.
 - A well thought out follow-up can shoot you to the top of the candidate list.
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