

Job Interview Techniques

A JOB INTERVIEW usually precedes the hiring decision. While you are being evaluated in an interview, you have the opportunity to learn about the company and the demands of the job.

The process sometimes begins with a telephone interview or an online application. If a job is offered, salary is negotiated. Some factors that will influence the hiring decision are your education, experience, personality, interests, and motivation.



Objectives:



1. Define a job interview and explain its purpose.
2. Explain some tips for making a good impression in a job interview.
3. Describe what can be learned from being denied a job opening.

Key Terms:



cues
denial
impromptu response
job interview
personable
promptness

The Purpose of a Job Interview

A **job interview** is a personal conference that allows an employer to assess you and allows you to assess the prospective employer. An interview can be beneficial for both. An employer uses an interview:

1. To ascertain particular qualifications or traits. The interview assists in making a judgment as to whether you possess qualities that are important to the job.

2. To verbally explain the job and its duties.
3. To assess your verbal communication skills.
4. To allow clarification of points contained in your résumé, letter of application, or job application.
5. To enable the employer to determine whether you can “think on your feet.” This is accomplished by asking questions to which you must provide impromptu responses. An **impromptu response** is an answer given without prior preparation.

You can benefit from a job interview by using it:

1. To determine the specific duties of the job.
2. To explain to the employer why you would be an asset to the organization.
3. To relate specific education, training, or work experience that has prepared you for the job.
4. To determine the permanency of the position and the expected hours of a workday.
5. To convey enthusiasm, confidence, and an interest in the available position.



FIGURE 1. Convey a positive and cheerful attitude throughout your interview. Begin and end with a smile and a handshake.

Make a Good Impression in a Job Interview

Making a good impression will help you sell yourself to the employer. Some tips for making a good impression during an interview are:

1. Study the employer before the interview. Learning about the business indicates interest in the company and the available job. Think about possible questions and their answers.
2. Dress appropriately. Clothing and grooming should be suitable for the nature of the job. Be neat and well groomed.
3. Bring a pen, a notepad, your letter of application, and your résumé. These tools will assist you in taking notes and answering questions. Know your social security number for the job application.

4. Be prompt. **Promptness** is arriving on time. Being on time for the interview gives the employer an indication that you would also be on time if given the job.
5. Be personable. **Personable** is demonstrating good manners, speaking clearly, and being confident.
6. Conclude the interview on schedule. Take cues from the interviewer. **Cues** are indirect indications or hints. Always express thanks for the interview opportunity, and inquire when the employer will make a decision.
7. Follow up your interview in writing with a letter of thanks. Use the letter as another opportunity to sell yourself.



FIGURE 2. A successful interview benefits both you and the interviewer if all the preparation and necessary elements are in order.



BROADENING AWARENESS...

AMAZING ASPECTS: Interview with Relish

The impression you leave following a job interview—the favorable relish—is a strong influence in hiring decisions. You will want to leave a positive impression by observing certain guidelines:

1. Convey good energy with a positive way to look at problems.
2. Be present in the interview by listening to the questions and staying focused in your responses.
3. Communicate good body language by sitting up straight, maintaining good eye contact, and speaking confidently.
4. Answer the interview questions before you steer into your own sales pitch.
5. Convey a sense of who you are, and show how compatible you are in working with other people.
6. Be yourself, and answer questions truthfully to show that you are trustworthy.
7. Exhibit flexibility by being open to change and new challenges.
8. Show that you are a self-starter who doesn't wait for instructions to solve problems.
9. Share stories of work or training accomplishments.

The relish you convey will be the lasting impression of you. The more you are able to relax and be yourself, the more likely you will find a good job match. Leave with a smile and a handshake to encourage a positive impression.

How Can Being Rejected for a Job Be Beneficial?

A **denial** is an unsuccessful outcome to an application for a job. When you are denied employment, you should carefully examine why. The reasons can be classified into two broad categories:

1. Things you can control—factors you can influence. The situation might be improved by additional education or training, promptness in arriving at the interview, appropriate dress, or your favorable attitude toward work.
2. Things beyond your control—factors you cannot change. These might include an interviewer’s prejudices or indecisiveness. If no explanation is given for the denial, review the experience, and determine how you can improve your interview technique and qualifications for future interviews.



FIGURE 3. If you are denied employment, the reasons should be examined.

Summary:



A job interview is a personal conference that allows an employer to assess you and allows you to assess the prospective employer. The interview helps the employer make a judgment as to whether you possess qualities that are important to the job and helps you learn details about the job opening.

Making a good impression will help you sell yourself to the employer. Convey enthusiasm, confidence, and an interest in the available position.

A job denial may occur because you don’t have the appropriate education or experience for the position. If no explanation is given for the denial, review the experience, and determine how your personal interview techniques can be improved.

Checking Your Knowledge:



1. In what ways does a job interview benefit both you and the employer?
2. What does an impromptu response reveal about you?
3. What are five ways in which you can convey a favorable impression?
4. What does the quality of being personable reveal about a job applicant?
5. After the job interview, what is an additional action you should take to continue selling yourself to the interviewer?

Expanding Your Knowledge:



Select a company where you would like to work. Research its profile and products. Then compose your cover letter and résumé tailored to fit the company and available jobs. An example of a company website that offers background and employment information is General Motors (<http://jobs.gm.com>).

Web Links:



Job Interview Questions with Answers

<http://jobsearch.about.com/od/interviewquestionsanswers/a/jobintquest.htm>

How to Research a Company

<http://jobsearch.about.com/od/interviews/qt/interviewtipcompany.htm>

How to Make a Good Impression at a First Job Interview

<http://www.wikihow.com/Make-a-Good-Impression-at-a-First-Job-Interview>

Tips to Make Your Job Interview Successful

http://www.employmentguide.com/careeradvice/Interview_Tips.html