

PROFESSIONAL INTERVIEWING SKILLS



Meet the Team



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TODAY'S OBJECTIVES



How to prepare

Effective practices

Interview behavior

**DO
INTERVIEWS
SCARE YOU?**

**DO
INTERVIEWS
MATTER?**

Yes, the interview is a very important part of the selection and hiring process.

Ten to thirty minute interviews may count as much or more than your previous experiences and years in school combined.



TAKE THE TIME TO PREPARE FOR THE INTERVIEW

The best way to interview well, is
to prepare! .



PREPARE FOR THE INTERVIEW

Review website and written materials about the program or organization before the interview.

Be prepared to speak intelligently about the program or organization.

Note the names and titles of those with whom you may be interviewing.

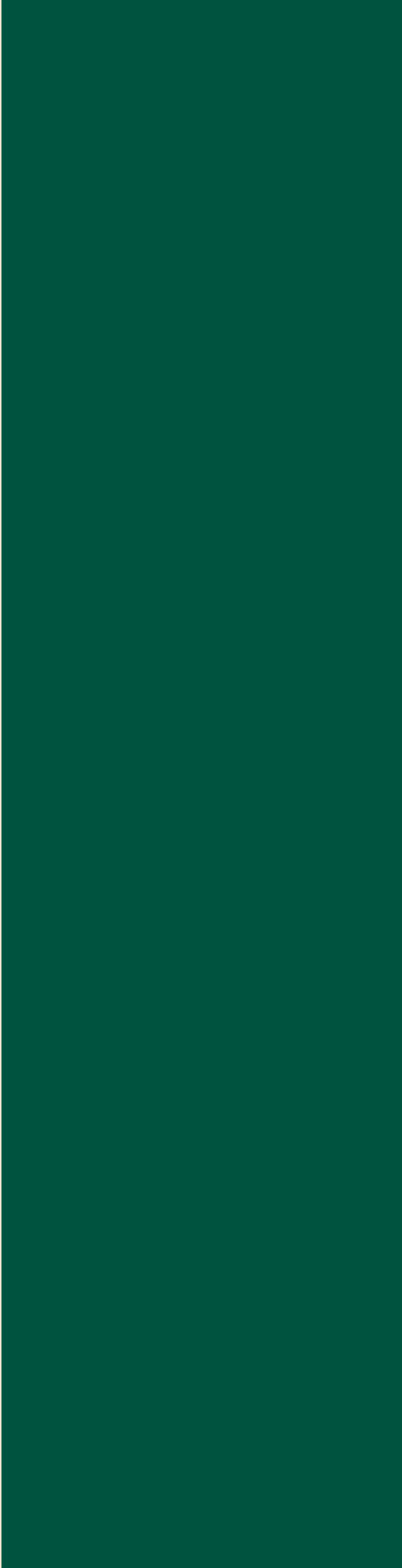


PREPARE FOR THE INTERVIEW

Prepare questions for the interviewer(s).

However, do not ask questions that have already been answered on the website or in written materials.

Be sure you appear interested and curious about the organization and position.





PREPARE FOR THE INTERVIEW

Prepare answers for the interviewer(s)' potential questions.

Interviewers often ask questions for which you can prepare in advance.

For example, prepare to discuss your previous accomplishments, strengths, weaknesses, and any deficiencies.



Big Interview Program



Big Interview's platform combines step-by-step curriculum of expert video lessons





Exploring Big Interview

01

Get Coached by an Expert

02

Know Exactly What Questions to Expect

03

Over 140 Industries & Sets

04

Interview with Confidence

05

Craft Great Responses That WOW Interviewers

06

Nail Your Interview!

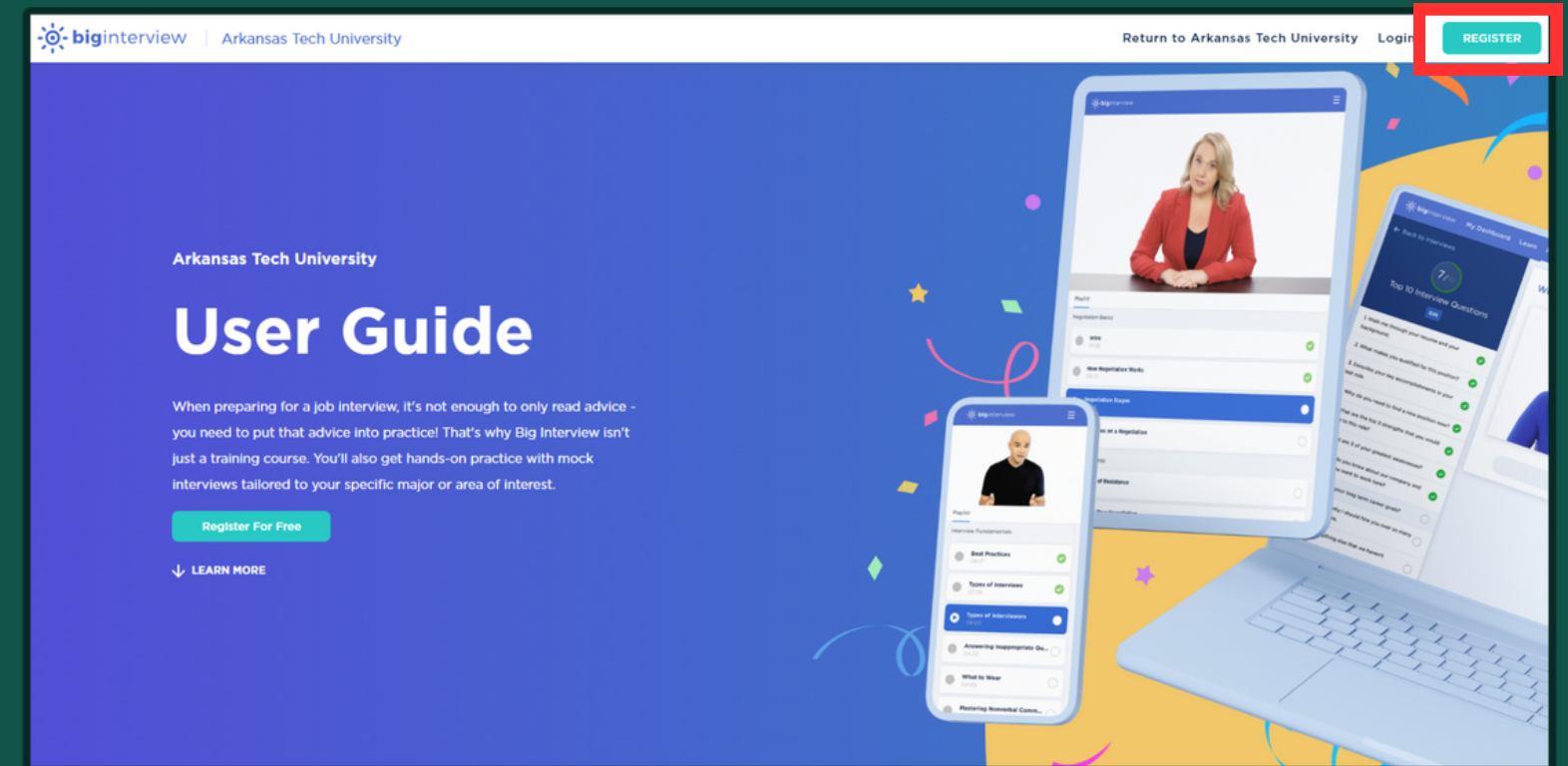


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- atu.biginterview.com
- Register with your @atu.edu email.
- Click on "Dashboard" from the Dashboard
- Click on "Learn" at the top to access the learning modules.
- If you need assistance using modules, click on the "Help Center" at the bottom of the page.





PREPARE FOR THE INTERVIEW

Be able to tell interviewers about yourself briefly and succinctly.

Be able to explain your interest in the position.

Be able to briefly describe your future academic and/or career plans.





TAKE THE TIME TO PRACTICE FOR THE INTERVIEW

The best way to interview well, is
to practice! .



PRACTICE FOR THE INTERVIEW

Practice introducing yourself (e.g., handshake).

Practice asking thoughtful questions, and practice answering anticipated questions with family and/or friends.

Practice your nonverbal behaviors (e.g., eye contact, facial expressions, tone of voice).





PRACTICE FOR THE INTERVIEW

Practice carrying materials (e.g., notebook, resume or cv, and personal items).

These items can get in your way when trying to maneuver through new surroundings.

You may find that carrying a portfolio that zips instead of a separate brief case or purse gives you more flexibility.



PRACTICE FOR THE INTERVIEW

Ask family members and friends for feedback, and be open to their feedback, both positive and negative.

Incorporate the feedback, and practice again.

Practice dressing for the interview.

PRACTICE FOR THE INTERVIEW

Interview attire should follow these guidelines:

- Solid, dark colored suit, pants, or skirt
- Solid, simple white or light blue shirt
- Solid tie or scarf, if wearing a tie or scarf
- Solid matching socks or hose
- Nice, simple black or dark brown closed-toe shoes



TAKE THE TIME TO BE INTENTIONAL FOR THE INTERVIEW

The best way to interview well, is
to be intentional! .



BEING INTENTIONAL BEFORE FOR THE INTERVIEW

Confirm your interview time and location prior to the interview.

Be sure to make a positive impression by arriving to the correct location on time or early if possible.

BEING INTENTIONAL BEFORE FOR THE INTERVIEW

However, if you find yourself in an unavoidable situation (e.g., traffic jam, car problems), call and explain the situation.

Calling ahead and maintaining communication during unanticipated situations indicates that you are responsible and flexible.



BEING INTENTIONAL BEFORE FOR THE INTERVIEW

Remember that you are being evaluated by all of the individuals with whom you come into contact by phone, written communication, and in person.

Treat all individuals involved in the interview process with respect and kindness.

BEING INTENTIONAL DURING THE INTERVIEW

Enter and depart confidently.

Do your best to pronounce names correctly.

Sit up straight, and maintain eye contact when speaking with others.

Keep your hands out of your hair and away from your face.

Show enthusiasm for the position.

TURN OFF YOUR CELL PHONE.



BEING INTENTIONAL AFTER THE INTERVIEW

Send thank you notes to the individuals who interviewed you, thanking them for their time and consideration of you for the position.

Thank you notes may be written on paper or delivered via email.

However, be sure they are written using correct grammar, and be sure to use a professional email address.

**REMEMBER TO BE
HONEST
AND BE YOURSELF.**

**BE THE BEST VERSION
OF YOURSELF YOU
CAN BE.**



Thank you!



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