

PROFESSIONAL INTERVIEWING SKILLS

Meet the Team



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TODAY'S OBJECTIVES



How to prepare

Effective practices

Interview behavior

**DO
INTERVIEWS
SCARE YOU?**

**WHY 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



PREPARE FOR THE INTERVIEW

Review the 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 the position.



PREPARE FOR THE INTERVIEW

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

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

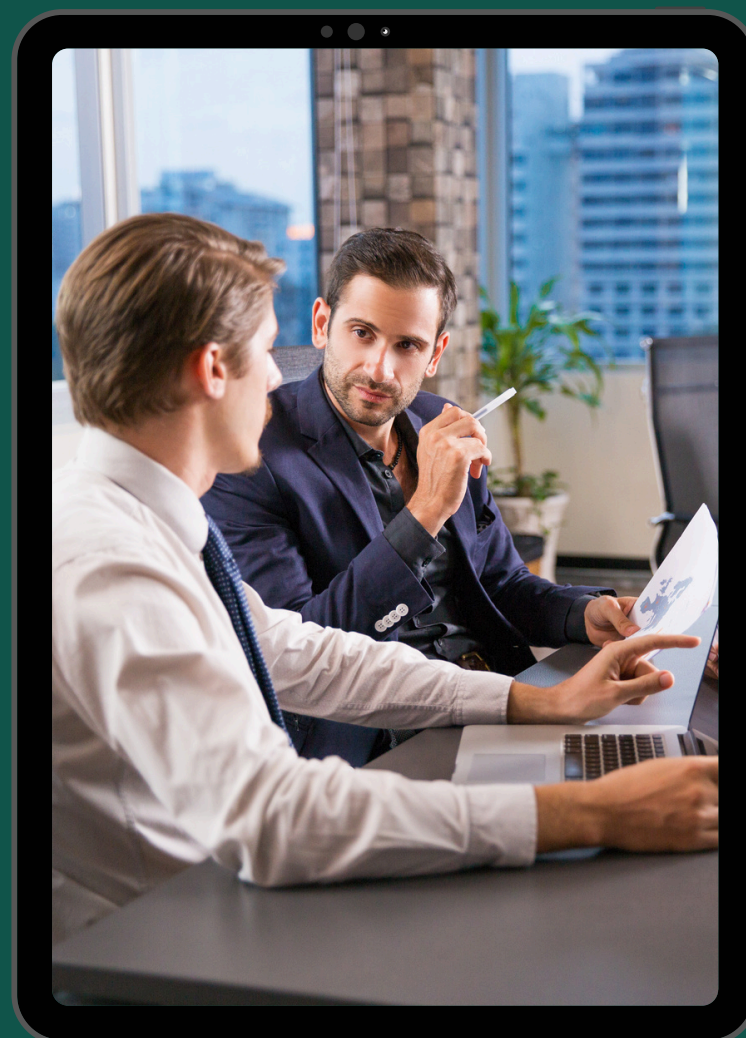
For example, prepare to discuss your previous accomplishments, strengths, weaknesses, and any deficiencies.



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

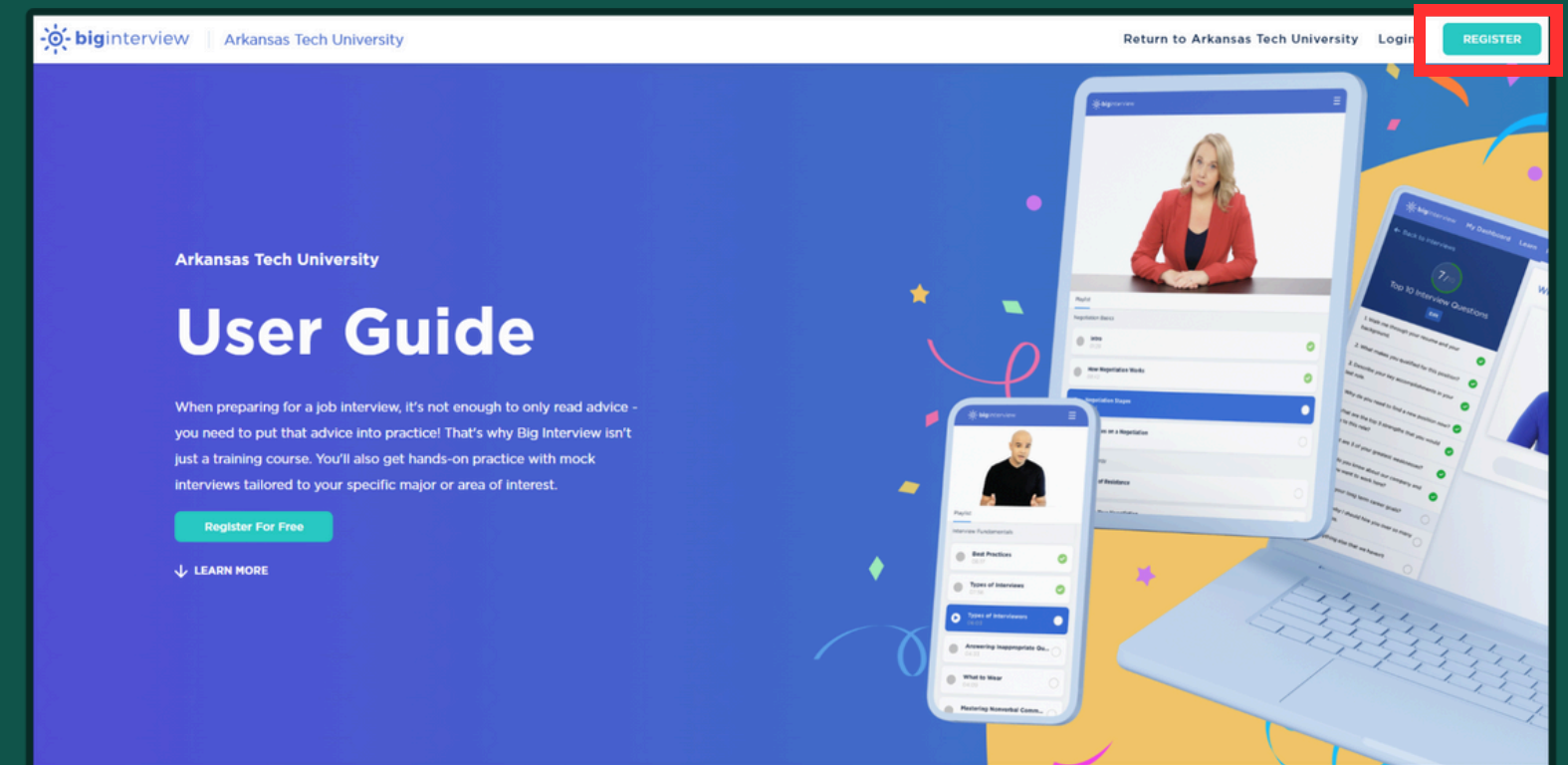
Nail Your
Interview!



Big Interview Access

Click Register
to Create Your
Account

- 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

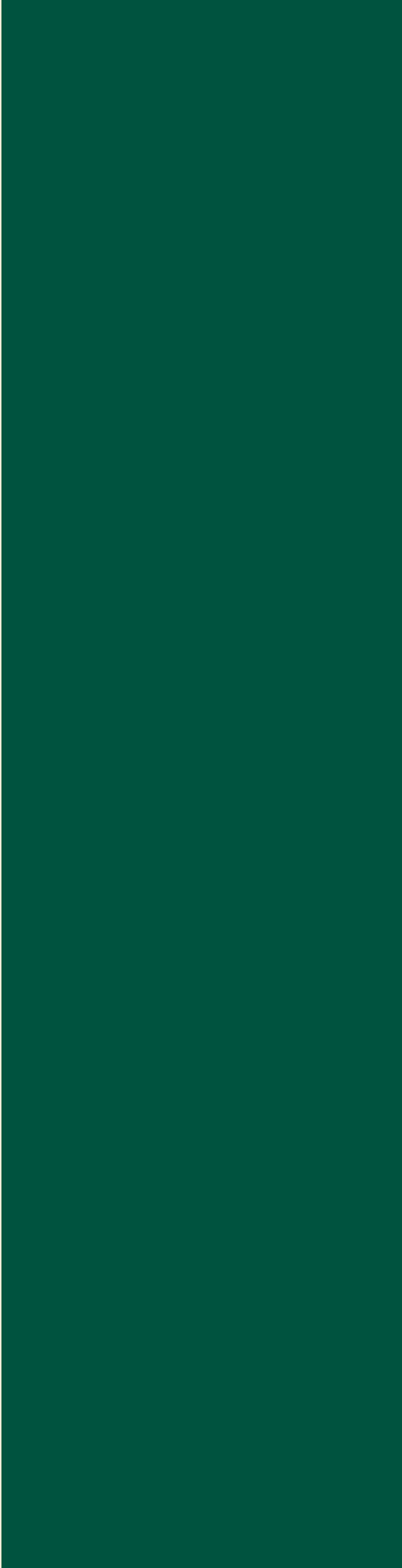


PRACTICE FOR THE INTERVIEW

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.

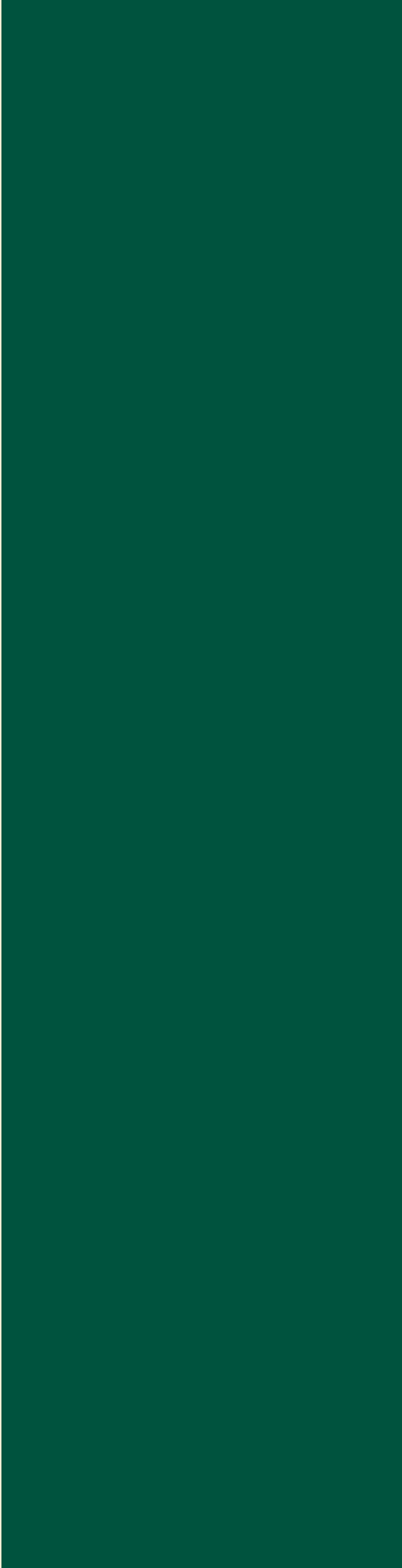


PRACTICE FOR THE INTERVIEW

Ask family members and friends for feedback while being open and receptive 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



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 early - at least 10 minutes prior is impressive.

Give yourself a some time to review your resume, questions, and any additional information prior to going into the interview.



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.



BEING INTENTIONAL BEFORE FOR THE INTERVIEW

Remember that you are being evaluated by all of the individuals with whom you come into contact with, whether 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. If you are unsure, it is respectful to ask.

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.

LEAVE YOUR CELL PHONE IN YOUR CAR.



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 a card or delivered via email.

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

**REMEMBER TO BE
HONEST
AND BE THE BEST
VERSION OF
YOURSELF.**

Visit our Website

