

INTERVIEWING



THE INTERVIEW

Your Opportunity to Win an Offer

Interviews allow you to:

- State your qualifications
- Display your strong communication skills
- Indicate your knowledge of the organization
- Match your skills to the employers needs
- End your job search with an excellent offer

Interviews result from:

- Excellent letters addressed to persons capable of hiring you, highlighting your skills and achievements and directing readers to your resume
- Perfect resumes, which create strong interest

Types of interviews:

- **Phone**-an initial screen to narrow the pool of applicants
- **One-on-one**-interview with you and your potential employer
- **Panel**-more than one person interviewing you at one
- **Meal**-how you react at a social setting
- **Second/Onsite**-gives you the opportunity to tour the facility, meet the staff, and have additional more in depth questions

Before the Interview:

Research the organization to know:

- The function and size of the organization
- The potential expansion
- The products/services provided
- Typical entry-level positions
- Typical salary ranges for your position and geographical location
- Career advancement opportunities
- Opportunities for training or furthering your education

Gain strong and polished interviewing skills:

- Prepare questions for the interviewer
- Bring an extra copy of your resume, an organizer, a pen and pad folio
- Arrive early-don't feel rushed

Pay attention to details:

- Dress professionally and conservatively
 - Men**...shirt, tie & jacket
 - Women**...dress suit (skirt/pant)
- Avoid saying "um," "ah," "like" & "you know"
- Know how to address your interviewer

During the interview:

First few minutes:

- Display positive body language
- Firm handshake
- **Strong** first impression, polite, and assured
- **RELAX** & smile; enjoy the opportunity to meet and talk to someone in your field of interest

Main portion of interview:

- Listen to interviews description of position and match your skills to interviewers needs
- State your career goals and plans throughout interview
- Answer questions with complete answers that demonstrate your skills
- Avoid questions on salary & benefits; discuss this after you've been offered the position
- Contribute info that is important about your experiences
- Ask for clarification if you need more information about a question
- Think-then answer-Do Not Rush!

Closing:

- Listen for an indication that the interview is over
- Ask when decisions are made
- Thank the interviewer for courtesy and time

Follow up:

- Send a thank you note within 24 hours of your interview
- Call the interviewer right before decision time and ask if additional information is desired

Questions appropriate to ask:

- What is the career path for this position?
- What is a typical day for this job?
- What are some challenges I may face?

Career
Services

www.cortland.edu/career

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Refer to Career Services Info Cards on:

Employers Ask These Questions
Questions Asked Teaching Candidates
Tactful Answers to Unethical Questions