

PREPARING FOR A SUCCESSFUL JOB INTERVIEW



THE JOB INTERVIEW PROCESS

A job interview is not an interrogation; rather it is a mutual exchange of information. It is a two-way conversation that is required by the employer to know if you're the right candidate for the job.

Being an applicant, you should take care of the following factors in an interview:

- Accurately and clearly communicate information regarding your qualifications and skills.
- Connect the information you provide with the job post.
- Ask questions about the job requirements from the employer to show interest.

The interviewer can:

- Analyze whether your skills and experience meet the offered position and are in favor of the organization or not.
- Present a positive image of the organization and provide the candidate with all the necessary information.

To ensure the desired results of a job interview, following are the 6 steps that you need to follow:

Step One: Prepare

Go fully prepared for an interview. Take extra copies of your cover letter, transcripts, resume, ID card with you. You can manage these documents in a folder along with a pen and small notepad to take important notes. For further assistance in the preparation or editing of your documents, you can visit the counselor or advisors at West Virginia Career Services. They can review your cover letter, resume, etc. on a 48-hour deadline.

Dress Formally

First impressions make a statement and an impact that lasts for long. You need to make sure that you make it the best one. Below are some suggestions as to how you should dress for a job interview:

Suits/Dresses

Conventional, in neutral, dark tones (gray, black, navy, or tan)
Don't wear any miniskirts. Knee-length skirts are tolerable.

Shirts/Blouses

Simple, in soft tones and not see-through.
Avoid wearing too vivid or loud fabric patterns.

Socks

Calf-length and matching with the suit.

Stockings

Neutral tones like beige or any color complementing the suit.

Ties

Opt for silk, synchronized with the suit.

Handbag

Medium or small-sized one.

Hair

Traditional hairstyle that is not distracting or unprofessionalism.

Jewelry

For men, a wristwatch and a ring are appropriate.

For women, a watch, a ring on each hand and studs or small earrings.

Inquire of the Interview's Format

Questioning about the interview format beforehand will be beneficial for you. You can ask, "Who will be taking my interview?" or "How long will the interview last?"

Step Two - Research the Position and the Organization

Before the interview, get to know the company and the offered position. You can do so by visiting their website or social media platforms. Read their goals and mission statement and compares them with yours. Check out how your interests, abilities, skills, and experience can be beneficial for the company. Visit West Virginia Career Services at careerservices.wvu.edu and search for links that speak of your relevant field.

Step Three: Know Yourself

Be ready to talk about your values, personal goals, work experiences, education, weaknesses, and strengths. Go through the job description and assess how you both can get along.

You may be asked the following questions:

- Introduce yourself.
- What are your goals?
- What makes you eligible for this position/organization?
- Why should we employ you?

You can find these and many relevant questions in the Career Services Library's interview section. You may also find them on the Career Services webpage's "Resources" section.

Step Four: Ask Questions

Ask questions that show your strengths and interest in the position and organization. You can prepare a list beforehand. Some of the questions you can prepare are:

- What is your idea of a successful employee?
- What future does this position hold and how do you assess the employees?
- What role will I be playing in the progress of this organization?
- What is the schedule and timings for this job role?

Step Five: Follow Up

After the interview, write a letter expressing your gratitude for the interview and what makes you the best choice for the position. Wait for a week for a reply but if you don't get one, make a call to remind and show your interest.

SUGGESTIONS FOR A BETTER INTERVIEW

Be certain to:

- Arrive on time or even before the given time.
- Dress formally and neatly.
- Make eye contact during the interview.
- Shake hands firmly.
- Exhibit good posture.
- Show confidence but don't be overconfident.
- Maintain the interviewer's style of speech and pace.
- Be polite.
- Answer the questions directly.
- Show gratitude and show enthusiasm for future correspondence.

Do not:

- Be late without informing.
- Look untidy or tousled.
- Dress inappropriately.
- Under or over-dress.
- Avoid eye contact.
- Have a shaky or intense handshake.
- Slump or show eccentric posture.
- Speak too loud or too soft.
- Appear sulky or hyperactive.
- Give too long or brief answers.
- Leave without showing appreciation.

TYPES OF INTERVIEW QUESTIONS

Behavioral Questions

Behavioral Questions are commonly asked in interviews. These questions show your approach toward job tasks. The interviewer is keen to know how you handled a particular situation in the past so that he can assess your potential. Some examples are:

How do you manage multiple tasks in a limited time slot?

Suggest a situation where you had to solve an issue as a leader.

On a strict deadline, how did you maintain quality and delivered the task in time?

Traditional Questions

Traditional questions clarify your stance on organizational goals, accomplishments, and resume overall. You may be asked to demonstrate your strength based upon specific themes. Some of the themes and questions can be:

Question: Tell me about your strengths and weaknesses?

Theme: How do you react in certain situations? Are you honest about yourself?

Question: What is your plan for the next five years?

Theme: Ambition

Question: Why are you the right choice for the organization?

Theme: Consideration of the organization's requirements and assurance in your qualifications.

Difficult Questions

These are tricky questions that you are not expecting. For example, if there is a gap in your working timeline, you may be asked about it and are expected to give a satisfactory answer. You mustn't negatively take such questions; do not lose your interest and be positive about your future career.



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