

Interviewing Process



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Earning an interview is an important step in the career search process. By being selected for an interview, the organization believes that you have the ability to do the tasks required in the description. Therefore, the interview is more about matching your personality and working style with that of the organization's culture.

GENERAL RULES OF ETIQUETTE

1. Treat everyone as though they are a decision maker
2. Greet everyone you meet with a smile, introduction and handshake
3. Use a firm handshake when shaking hands
 - a. Try to connect the webbing between your thumb and pointer finger with the webbing of the interviewer's hand
 - b. Remember to look at the person's face and not watch your hand make contact with theirs
4. Maintain eye contact
5. Do not sit until offered a seat
6. Maintain posture and grace throughout the interview

FOUR STEPS OF THE INTERVIEW PROCESS

1. Introduction

- a. This is where you will meet the interview panel
- b. Be sure to follow the general rules of etiquette from above
- c. First impressions are made d. Begin to build a positive rapport with the interviewer
- d. "You never get a second chance to make a first impression"

2. Review of Qualifications

- a. "Tell me a little bit about yourself"
- b. 30-second pitch
 - Focus on strengths and demonstrates that you are a good fit for the organization in a clear and concise manner
 - Do NOT tell your entire life story
 - Focus on key events in your life that have put you in front of them, interviewing for that position

3. Matching

- a. Longest phase of interview
- b. Interviewer is trying to determine if you are a fit by determining:
 - Are you coachable?
 - Do you have the passion and drive to succeed?
- c. Interviewer may explain specifics of the job in greater detail
 - Education – specific courses you would teach
 - Business or science – specific programs or materials to work with
- d. Be sure to provide examples of how you would be comfortable working within the specifics discussed

4. Conclusion

- a. Your opportunity to ask questions
 - Ask questions based on your researched knowledge of the company
 - Asking questions indicates interest on your end
- b. Discussion of selection timeline and next steps
- c. Be sure to collect business cards for the purposes of writing thank you notes
- d. Shake everyone's hand and thank them for their time