

INTERVIEWING



TOPICS

- ▶ Behavior Rules
- ▶ Appearance Matters
- ▶ Responses

Rule of Thumb

▶ Greeting

▶ Walking

▶ Talking

▶ Concluding

**“Let
the interviewer
lead”**

• SHAKING HANDS:

- Wait for interviewer to extend hand first
- If no hand-shake offered, do not initiate one
- Firm handshake, however do not crush the other person's hand
- Avoid limp hand shake

FOLLOW THE LEADER

Walking

- Do not walk ahead or completely side-by-side of interviewer
- Sign of submission / teach-ability on your part
- Follow closely behind:
 - Your head should be visible if interviewer turns his head slightly to address you

► Follow interviewer

- Allows interviewer to direct & maneuver without you getting lost
- Avoids awkward indecisions because there is a clear leader
- Accept interviewer's invitation to go through a door/narrow area first

BEHAVIOR- SITTING

▶ SITTING:

- ▶ Wait for interviewer to offer you a seat
- ▶ If no offer is made, take a seat a moment after interviewer sits.

▶ POSTURE:

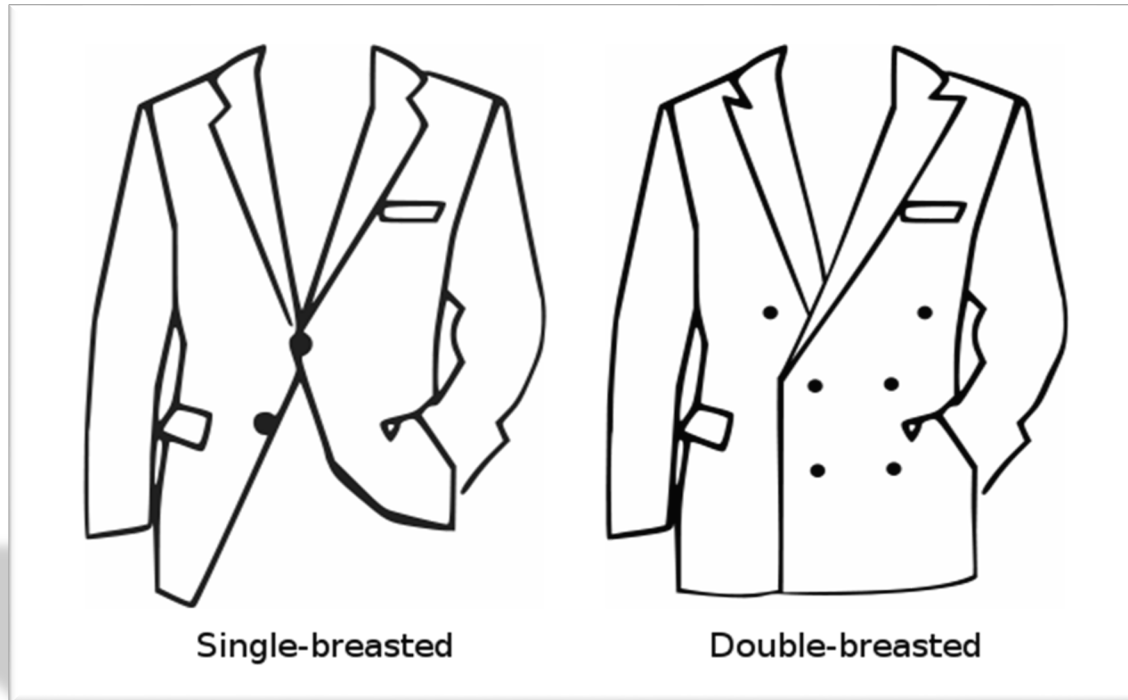
- ▶ Sit back in chair comfortably
- ▶ Avoid slouching or sitting on edge of seat

▶ **EYE CONTACT:**

- ▶ Relax your eyes, be natural
- ▶ Confident eyes= you have nothing to hide, sure of yourself
- ▶ Maintain eye contact but do not stare at interviewer
- ▶ You can look away from interviewer occasionally but do not have shifty eyes

APPEARANCE

- ▶ **Men:**
 - ▶ **Suit:** single-breasted;
 - ▶ black/navy blue/gray/pin-striped



(double-breasted is for formal occasions: weddings)

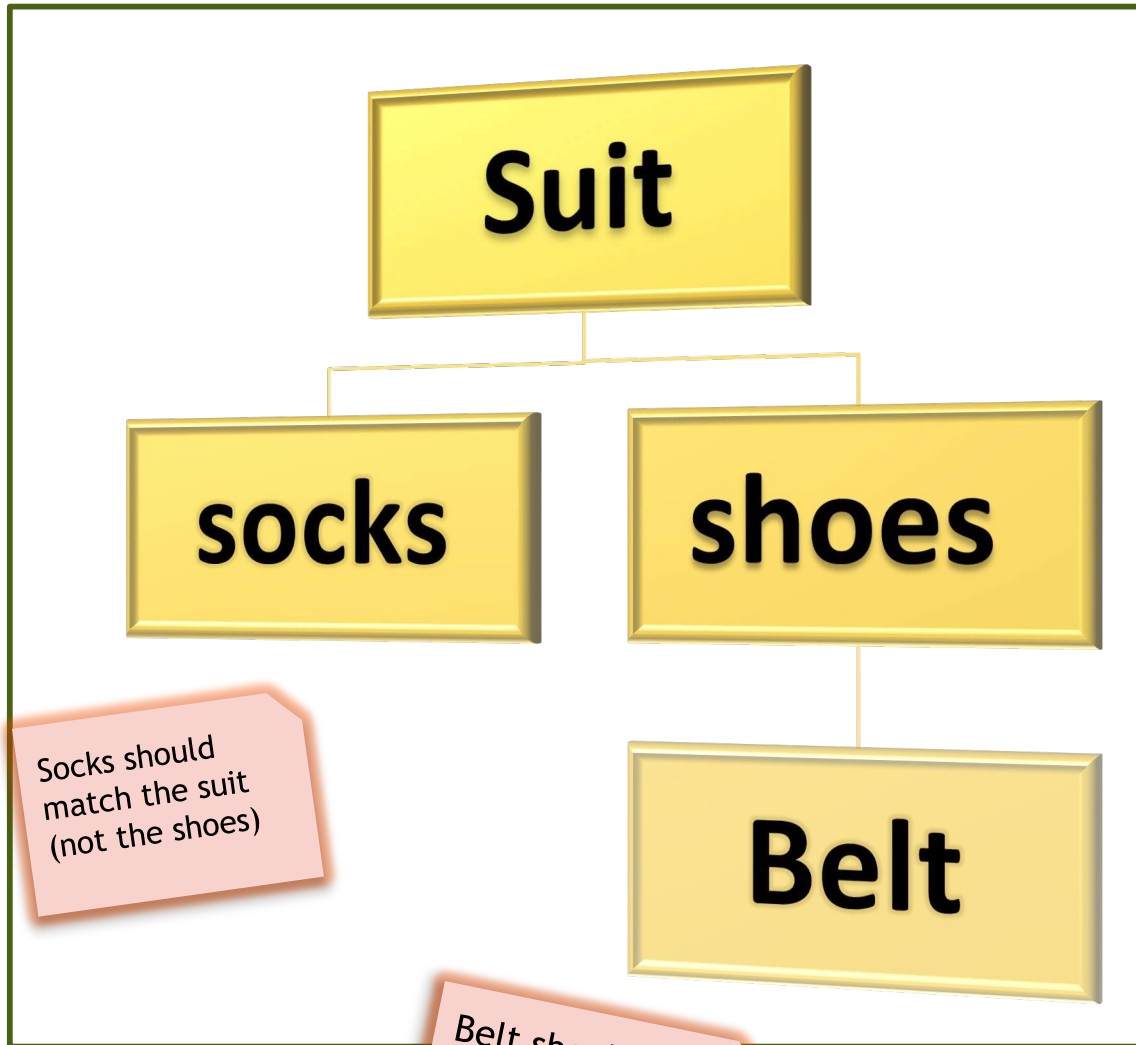


Business Professional for Men

Business Casual for Men



MATCHING THEORY



Socks should match the suit (not the shoes)

Belt should match shoes



APPEARANCE

- **MEN:**
 - Keep facial or head hair neat
 - ▶ Light cologne, after-shave or bath soap
 - **Jewelry:**
 - Necklaces - tuck into shirt
 - Avoid wearing any jewelry unless it is a wedding ring, class ring or watch.

Anatomy of An Outfit

Light blue shirt, small pattern
(stays in background)



Navy blue, pinstriped,
Double-breasted suit

close, neat shave;
very confident eyes



tie has stronger pattern than shirt
(shirt & tie have common color: blue)



shirt cuff showing slightly

Efficient & Focused

Women's Attire:

▶ Suit:

- ▶ *Preferred colors:*
- ▶ Black / navy blue / pin strip
- ▶ Allowed colors: grey, tan

▶ Blouse: white, light blue

- ▶ No cleavage or see-through styles

▶ Skirts:

- ▶ Should cover your thighs when you are seated.



Positive Examples



- ▶ **Stockings:**
- ▶ No fishnets, patterned hosiery
- ▶ Stick with neutral color hosiery that complements your suit.

- ▶ **Shoes:** match suit;
 - ▶ No open shoes or sandals
- Perfume:** go easy; the point
Is not fill the room with odor



Professional



These 3: not professional



DISTINGUISH BETWEEN: FESTIVE/PROFESSIONAL/CHURCH STYLES

▶ Jewelry: optional

- ▶ Earrings: one set (studs are best option)
no dangling earrings
- ▶ Necklace: pearls are ok
 - ▶ Otherwise an understated strand
- ▶ Rings /bracelets: one ring per hand



Positive Examples

▶ Hair:

- ▶ natural hair colors or styles
- ▶ Keep hair away from face

only the earrings have to go



▶ Make-up:

- ▶ Aim for natural look
- ▶ No long fingernails, especially with bright or specialty polishes.



long earrings
hair in face
make-up too strong



DISTINGUISH BETWEEN STYLE & OCCASION

- **Both Men & Women: What not to wear**

- Sunglasses / earplugs: off of head and unseen
- Facial piercings, tongue jewelry or visible tattoos
- Take off the hat
- Carrying a backpack or fannypack instead of a briefcase or portfolio: Some image consultants suggest women ditch their purse, too!
- Perfumes: avoid or very light (some persons are allergic to synthetic odors)

“Interviewing is about communication,
and your appearance
is the first communication you express.”

▶ RESEARCH THE COMPANY

- ▶ Website: What they do (product / service)
- ▶ Read 'values' / mission statement / 'about us'
- ▶ What are the job requirements

▶ PREPARE ANSWERS TO COMMON QUESTIONS

“Tell me about yourself.”

“Why should I hire you?”

“What are your weaknesses and strengths?”

****CATER YOUR ANSWERS TO THE JOB YOU ARE APPLYING TO!**

Preparation = Confidence

▶ PUT A *POSITIVE SLANT* ON NEGATIVE ISSUES

▶ “I have learned to...”

- ▶ prioritize...
- ▶ budget more time...
- ▶ reach out to others for help...
- ▶ accept constructive criticism...

▶ Never blame others

▶ Do not talk badly about an employer

▶ If you do not understand a question, ask the employer to re-state it or you re-state it to verify you understood.



Preparation = Confidence

Preparation: Confidence

- ▶ **PREPARE 1 - 2 QUESTIONS FOR THE INTERVIEWER**
 - ▶ What is a typical day like in this position?
 - ▶ What is your vision for this company / dept. in the next year?
 - ▶ Summarize the most important points to demonstrate active listening
 - ▶ Ask what the next step is in the hiring process / when expect to get an answer
 - ▶ Do not talk about salary / benefits / promotions!
(unless interviewer brings it up)

RE-CAPPING:

- ▶ Dress professionally
- ▶ Have extra copies of resume
- ▶ Research company / position
- ▶ Prepare answers to expected questions
- ▶ Firm handshake
- ▶ Let the interviewer lead
- ▶ End with a handshake

YOU ARE A SUCCESS!!

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