

Hidden Elements of Interviewing



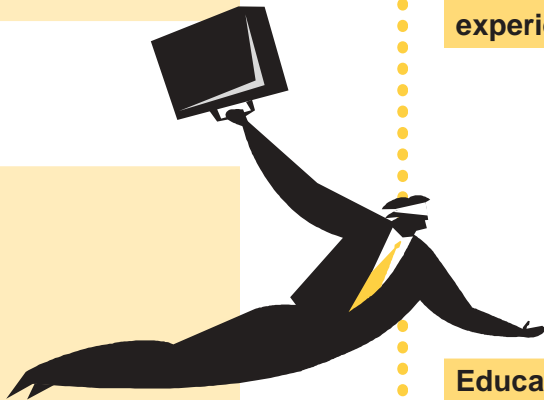
888/258-9966 (toll free)



www.wisconsinjobcenter.org



jobcenter@dwd.state.wi.us



Other interviewing publications

Keys to Successful Interviewing
(DWSJ-6951-P)
Questions, Questions, Questions
(DWSJ-9406-P)
Informational Interviewing
(DWSJ-9407-P)

Publications on related topics

JOB SEARCH _____
Tips on Finding Summer Jobs
(DWSJ-5641-P)
Networking
(DWSJ-9455-P)
Where to Look for Job Opportunities
(DWSJ-9467-P)

RESUMES, APPLICATIONS _____
Personal Data Record
(DWSJ-4937-P)
Thoughts on Resumes
(DWSJ-4658-P)
Resume Writing—A Basic Guide
(DWSJ-9433-P)

DWSJ-9484-P (R. 04/2002)

What the interviewer is talking about

What the interviewer is looking for

Introduction

Greeting
Small talk
Opening question
Lead question

Appearance
Manner
Self-expression
Responsiveness

Work experience

Earliest jobs;
Part-time, temporary
Military assignments
Full-time positions
Volunteer work

Related work experience;
Stable work history
Skill and competence
Adaptability
Productivity
Motivation
Ability to work with others
Leadership
Growth and development

Education

(Elementary school)
High School
College
Specialized training
Recent courses

Related education
Sufficient training or education
Ability to think
Versatility
Knowledge to do the job
Motivation, interests
Willingness to accept authority
Leadership potential
Willingness to be part of a team

Activities

Special interests
and hobbies
Involvement in civic
and community affairs
Geographical preferences

Enthusiasm
Management of time, energy and
money
Maturity and judgement
Health and energy
Intellectual growth
Cultural exposure
Variety of interests
Basic values and goals
Interpersonal skills and interests
Leadership

In summary, the interviewer is looking for what you can offer the company: talents, skills, knowledge, energy.

To interview effectively, you must use words, tone of voice and visual image to communicate your confidence, credibility, trustworthiness, intelligence, experience and education.

Here are some interviewing tips that will help you get the job you want.

- Dress for the interview as you would for the job. Don't overdress or look too informal.
- Always go to the interview alone. Arrange for baby sitters, transportation, and other pitfalls ahead of time so that you can be on time and relaxed in the interview.
- Find common ground with the employer. Pictures, books, plants, etc., in the employer's office can be conversation pieces.
- Express your interest in the job and the company using information you gathered to prepare for the interview.
- Let the interviewer direct the conversation.
- Answer questions in a clear and positive manner. Show how your experience and training will make you productive in the shortest time with minimal supervision.

Note:

Speak positively of former employers and co-workers no matter why you left even if you were fired from your last job.

Let the employer lead into conversations about benefits. Your focus on these items can be a



“turn off.” But, don't be afraid to ask questions about things you really need to know.

Presenting yourself

Remember these statistics about what you convey:

7% is with the words you use (verbal)

38% is communicated through your tone, pitch, volume, rate (vocal)

55% is conveyed through your clothing, eye contact, gestures, body posture, facial expressions, etc. (visual)

When discussing salary, be flexible — avoid naming a specific salary. If you're too high, you risk not getting the job. If you're too low, you undersell yourself. Answer questions on salary requirements with responses such as, “I'm interested in the job as a career opportunity so I'm negotiable on the starting salary.” Negotiate, but don't sell yourself short.

“Closing” the interview

If the employer does not offer you a job or say when you will hear about it, ask when you may call to find out about the decision.

If the employer asks you to call or return for another interview, make a written note of the time, date and place.

Thank the employer for the interview and reaffirm your interest and qualifications for the job.

For more information on interviewing, refer to “Keys to Successful Interviewing” (DWSJ-6951-P), and “Questions, Questions, Questions” (DWSJ-9406-P). These publications are available through your Wisconsin Job Center.