

CAREER & PROFESSIONAL

DEVELOPMENT CENTER

Do's and Don'ts of Interviewing

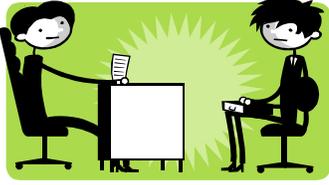
DO:

- Leave your cell phone in the car
- Arrive 10 to 15 minutes early
- Use the restroom. Check your appearance and breath
- Smile at everyone you encounter
- Do greet the receptionist with courtesy and respect
- Greet the interviewer by title: Mr., Ms., or Dr.
- Shake hands firmly
- Remember good body language and posture
- Present yourself in a positive and confident manner
- Maintain eye contact
- Show enthusiasm in the position and the company; listen attentively
- Get the business card of the interviewer

DON'T:

- Smoke at least 2 hours before the interview
- Chew gum
- Fidget or slouch
- Act desperate for the job
- Say anything negative about others you've worked with
- Lie
- Answer questions with a simple "yes" or "no"
- Discuss personal issues or family problems
- Respond to unexpected questions with "boy, that's a good one."
- Ask about salary, benefits, or vacations until you've been offered the position
- Use poor language or slang: avoid "like", "um", and "uh".





Answering Interview Questions

- By acquiring the job description, you will know the type of applicant the company is seeking. You should then identify the skills you possess that relate to the position and the employer's needs.
 - Good answers to these types of questions are about two minutes long and focus on work-related skills and accomplishments.
 - Tell the interviewer why you think your work-related skills would be an asset to the company.
 - Also, include one or two personal characteristics and explain how those traits have helped you accomplish a task at school or on the job.

Question: "Where do you see yourself in 5 years?"

TIP: Employers ask this question because they are looking for people who know what they want to do and who are focused on professional goals.

"In 5 years, I hope to be working with an employer in an increasingly responsible position that enables me to utilize my talents and work closely with my colleagues in solving important problems. I

see myself taking on new challenges, hopefully within your company."

Question: "What is one of your major weaknesses?"

TIP: Everyone has weaknesses, but who wants to admit them, especially in an interview? The best way to handle it: minimize the negative and turn it into a positive. Also, it's best to stick with weaknesses that can be improved upon.

"Being a recent college graduate, I lack some of the experience you may be seeking. However, if given the opportunity, I plan to work diligently at developing the knowledge and skills necessary to be successful in this position."

Or

"I have found that in certain situations I could benefit from being more assertive. So, I recently participated in a seminar which builds on leadership skills and motivating others."

Question: "Why should I hire you?"

TIP: Intersect your attributes with the employer's needs.

"I feel that I am the best candidate for the position because my skills and abilities match your needs. The job description states that the candidate should...and since I..."

Career & Professional Development Center
California University of PA
138 Natali Student Center
Phone: 724-938-4413 - Fax: 724-938-5770
Email: careers@calu.edu
Web site: <http://www.calu.edu/careers>