



The Interview

Center for Career & Civic Engagement
Winthrop University

Before the interview

- Practice your 60 second intro

60 Second Introduction

- Your first opportunity to set the stage for the interview and make sure that you are selling what the interviewer needs.
- So...tell me a little bit about yourself...

PAST PRESENT FUTURE

Before the interview

- Practice your 60 second intro
- Be prepared for common interview techniques, use STAR format

Behavioral Interviewing

- Past Performance = Future Behavior
- Questions are typically looking for you to give solid examples that can demonstrate:
 - Decision-making
 - Problem-Solving
 - Communication Skills
- “Tell me about a time....”

STAR Stories

- **Situation**
 - What was the situation you were presented with?
- **Task**
 - What was the task you needed to do?
- **Action**
 - What action did you take that demonstrates the skill or trait?
- **Result**
 - What result did you achieve? (Try to quantify!)

Other Common Questions

- What is your greatest strength?
- What is your greatest weakness?
- What are your career goals?
- Where do you see yourself in 5 years?
- Why should we hire you?

Before the interview

- Practice your 60 second intro
- Be prepared for common interview techniques, use STAR format
- **Research the school system you are interviewing with**

Research

- Know something about the school system
 - Past awards
 - Special Programs
 - Recognitions
- Current trends/issues
 - Be up to date on current education issues

Before the interview

- Practice your 60 second intro
- Write out your STAR stories and rehearse them
- Research the school system you are interviewing with
- **“The Drive By”**

Drive By

- Know where your interview is
- Practice driving the route from your starting point to the destination
 - Time yourself
 - Locate parking

Before the interview

- Practice your 60 second intro
- Be prepared for common interview techniques, use STAR format
- Research the school system you are interviewing with
- “The Drive By”
- **Pick out an appropriate outfit**

Dressing for Success

Goal is to look professional and conservative

WOMEN:

- Suit with a jacket and skirt or slacks
- Conservative hosiery, nail polish color and makeup (if any)
- Cover/take out body piercings and tattoos
- Minimal perfume
- Closed toe shoes no more than two inches high (black, brown, navy)
- Be aware of skirt length
- No cleavage!

Dressing for Success

MEN:

- Two-piece suit (preferably dark, solid color)
- Neatly groomed hair (beard and/or mustache included)
- Cover/take out body piercings and tattoos
- Minimal cologne
- Shirt should be long sleeved and lighter than suit
- Tie should be darker than shirt
- Polished black or brown shoes
- Avoid loud, busy colors

You only get one chance to make a first impression.

Before the interview

- Practice your 60 second intro
- Be prepared for common interview techniques, use STAR format
- Research the school system you are interviewing with
- “The Drive By”
- Pick out an appropriate outfit
- **Print several copies of your resume**

Things to Avoid

- Profanity
- Slang/Informal Language
- Vague Answers
- Saying too much/too little
- Filler words (ya know, um, etc.)
- Defensive Answers
- Exaggerating/Lying
- Discussing salary in the first interview

Things you SHOULD Do

- Arrive 10-15 minutes early
- Be friendly and respectful to every person you see and meet – SMILE!
- Shake hands and make eye contact
- Be aware of non verbal communication

Non Verbal Communication

- Eye contact
- Facial expressions
- Posture
- Gestures
- Space

Things you SHOULD Do

- Arrive 10-15 minutes early
- Be friendly and respectful to every person you see and meet – SMILE!
- Shake hands and make eye contact
- Be aware of non verbal communication
- **Have questions prepared for the interviewer(s)**

Questions to Ask

- What will my responsibilities be?
- What do you like most about working here?
- Where does this position fit into the organization?
- What is the typical career path for this position?
- Do you promote professional development?
- What is a typical day like for you?

Closing & Follow-Up

- Reiterate your abilities and how you would fit into the organization
- Thank the interviewer(s) for their time
- Send a thank you letter to each interviewer (hand written is best!)
 - Ask for a business card to make this easier



Questions?