



FROM “OH NO!” TO PRO – INTERVIEW AND NETWORKING SKILLS

Presented By:



CONSIDERATIONS

- **I. Before the Interview**
 - Skill Identification
 - Do Your Research
 - What to Bring
 - What to Wear
 - Schedule a Mock Interview
- **II. The Interview**
 - Introduction
 - Question Types
- **III. After the Interview**
 - Send a Thank You Letter
 - Check the Status of Your Application



I. BEFORE THE INTERVIEW: SKILL IDENTIFICATION

■ Identify key skills for the position:

■ Skills can be categorized as:

- Technical
 - e.g. computer software
- Communication
 - e.g. interpersonal, building rapport
- People
 - e.g. team work
- Problem-Solving
 - e.g. analytical, critical thinking



■ Find these relevant skills through researching:

- Job description
- The field
- www.bls.gov



DO YOUR RESEARCH

- What to look for when doing company research:
 - Company history
 - Facts and key people
 - **Types of products/services offered**
 - Main competitors
 - Target market
 - Suppliers/Affiliates
 - **Mission, vision, values**
 - **Current events within that company/awards**



WHAT TO BRING



- Bring enough copies of your resume
 - 1 to 1 interview
 - Panel Interview
- Arrive 10-15 minutes early
- Briefcase or portfolio
- Bring your energy/enthusiasm/motivation/passion for the field/smile!
- Do **NOT** bring:
 - Your cellphone/tablets/iPads/iPods, etc.
 - Your backpack
 - Large purse

WHAT TO WEAR

■ Men



- Suit: single or double-breasted, small pinstripes or solid shades of charcoal, navy or black
- Shirts: Button down, long sleeve light colors, starched
- Shoes: Well-Polished, black or brown leather
- Ties: solid, thin striped or small geometric print. Bottom of tie should meet belt line
- Misc.: Cover tattoos, socks are a dark color that compliments suit, clean shaven, no cologne

■ Women



- Suit or tailored dress in solid shades of grey, navy, black
- Skirts: hemmed above the knee
- Shirts: white or pastel colored blouse, silk, cotton or polyester with a conservative neckline
- Shoes: polished, close toe with low heels
- Misc.: minimal accessories, subtle makeup, nails should be neat with no or neutral color polish, no perfume
- 5-7 pieces of jewelry
- -cover visible tattoos

TELL ME ABOUT YOURSELF

- **Step 1**

- Restate your name, where from, and your major/degree
- Areas of interest

- **Step 2**

- Summarize your work/school/intern experience as it relates to that position
- Be specific about what they are looking for



TRADITIONAL INTERVIEW QUESTIONS

- Practice makes perfect
 - Being prepared for common interview questions will help you feel more confident and give a sense of control to the interview
- What are some of your strengths and weaknesses?
- How do you resolve conflict?
- How do you prioritize when you have many deadlines?
- What is your proudest accomplishment?
- What are your technical skills?

S.T.A.R.

- EVERY INTERVIEW WILL ASK YOU BEHAVIORAL INTERVIEW QUESTIONS, ANSWER THEM WITH THE S.T.A.R. TECHNIQUE
 - Situation
 - Academic or professional
 - Do not place blame
 - Task
 - Task you had to accomplish or the problem that you had to solve to overcome the situation
 - State the facts in a concise manner
 - Action
 - Action taken to resolve situation
 - Start with basic preparation → planning → implementation
 - Result
 - The solution you came up with/had a part in

SCHEDULE A MOCK INTERVIEW

- Practice makes Perfect!
 - Meet with your Career Counselor to do a mock interview
 - Being asked questions related to the field/position
 - Practice answering as if it were an actual interview
 - Get feedback from your counselor
 - Learn the different types of interview questions
 - Traditional and Behavioral
 - e.g. “Tell me about yourself” (Traditional)
 - e.g. “Tell me about a time when...” (Behavioral)
 - Prepare to answer questions that have a negative tone
 - e.g. “What is your greatest weakness?”
 - Ask questions at the end of your interview!



II. AFTER THE INTERVIEW:



■ Follow-Up

- Send a thank you letter within **24 hours** after the interview (thank you letter template in Career Guide @<http://career-services.tamucc.edu/>)
- Check the status of your application
- Call/email the contact for the position within **2 weeks** after the interview for follow-up



EFFECTIVE NETWORKING

“Good networking is all about investing in some social capital before asking for a withdrawal.”

-Ivan Misner, Founder & Chairman of Business Network International



- Focus on relationships, not transactions
- Mindset: “How can I help?”
- Be impressionable
- Don't make the process about you
- Get involved
- Follow-up:
 - 24/7/30 formula
 - 24 hours
 - Drop them a note (i.e. pleasure meeting them and hope to continue to cross paths again)
 - 7 days
 - Connect on social media
 - LinkedIn, FB, follow on Twitter
 - 30 days
 - Set up a face-to-face meeting
 - Find out more about what they do and look for ways to help them

MARKETABLE SKILLS AT A GLANCE

- CRITICAL THINKING AND PROBLEM SOLVING
- ORAL AND WRITTEN COMMUNICATION
- TEAMWORK AND COLLABORATION
- LEADERSHIP
- CAREER MANAGEMENT
- TECHNICAL SKILLS
- PROFESSIONALISM AND ETHICS

RESOURCES

- **Career Services**
 - <http://career-services.tamucc.edu/current%20students/Resources.html>
- **Bureau of Labor Statistics to research fields**
 - www.bls.gov
- **Most common interview questions**
 - <https://www.themuse.com/advice/how-to-answer-the-31-most-common-interview-questions>
- **Career Guide**
 - <http://ebook.career-guides.net/default.aspx?cgid=12>

QUESTIONS?

Career Services
361.825.2628
career.services@tamucc.edu
<http://career-services.tamucc.edu>

Offices:
UC 304

Services:
Resume & Cover Letter Reviews
Mock Interviewing
Career Exploration
Job Postings
Career Fairs
Various Career Related Events & Workshops



CAREER SERVICES

