



INTERVIEWING FOR  
PROFESSIONAL  
POSITIONS

# OBJECTIVES

- Identify the interviewer's responsibility in the interview process
- Discuss the format used in professional interviews
- Identify the interviewee's responsibility in the interview process
- Discuss the types of questions in the interview

WHAT TYPE OF  
POSITIONS ARE  
WE SEEKING?



# INTERVIEWING

- One-on-One communication (occasionally small group)
- Asking and answering questions - not a real conversation
- Selling yourself to the interviewer and being sold on the job

# PREPARING FOR THE INTERVIEW

- Know about the company, agency, or university:
  - Basic history
  - Success
  - Product line(s)
  - Business locations
  - Curriculum options
  - Training programs
  - Values and mission

<https://docs.google.com/document/d/1wQuGZ5F7ahUB5liMAD7tFEchboWekFri/edit?usp=sharing&ouid=115086581732703196414&rtpof=true&sd=true>

# THE DAY OF THE INTERVIEW

- Know where you are going and who you will be speaking to ahead of time
- Arrive 10-15 minutes early...DON'T BE LATE
- Be polite and professional to EVERYONE you meet – your interview starts when you enter the premises!!!

# OPENING THE INTERVIEW

- Greetings and Introductions
  - Write down interviewers' names or get their business cards.
- Good handshake
- Warm-up questions – All about you
  - Background
  - Likes/dislikes
  - Interesting activities from CV/résumé
  - Work history/experiences

# BODY OF THE INTERVIEW

- Open-ended questions
  - Tell me about a time when...
  - Why do you want this job?
- Closed-end questions – yes and no
  - Do you possess a valid teaching license?
  - Can you drive a tractor?
- Weird questions
  - What kind of pizza would you be and why?
  - Why are manhole covers round?



# BODY OF THE INTERVIEW

- Leading Questions – may have a preferred answer
  - How do you like your classes?
  - Why are you leaving your current position?
- Primary and Secondary Questions
  - Primary question preplanned
  - Secondary questions come from the answer
  - Follow-up if the interviewee is not clear or is evasive

# TYPICAL QUESTIONS

Why work for us?

What can you do for us?

Previous work or class experience?

What makes you a better hire than someone else?

What are your strengths? Weaknesses?

If you could be a \_\_\_\_, what would you be? Why?

What do you know about our company?

How would you handle a situation where \_\_\_\_?

Where do you see yourself in \_\_\_\_ years?

If hired, what would be your first goal on the job?

# RESPONDING TO QUESTIONS

- Honesty
- Be yourself
- Identify points you want to make in response to the question—organize your thoughts
- Don't ramble
- Confident but not abrasive
- I don't know is ok sometimes
- Don't get ahead of yourself about the future
- Take time to think before you answer

# ILLEGAL QUESTIONS

- Age
- Marital status
- Children
- Physical limitations
- Gender
- Religion
- Country of origin/race

# "DO YOU HAVE ANY QUESTIONS FOR US?"

- Asking questions makes you look prepared and can help you learn more about the company and your job.
- Keep questions simple and specific
- Ask open-ended questions (not yes/no)

# CLOSING THE INTERVIEW

- Getting the next steps
  - Timeline - when you should expect to hear something
  - Get business cards if you didn't earlier
- Thank the interviewer for their time (by name if possible) and shake their hand.
- Until you are off the premises, you should still consider yourself in the interview!

# AFTER THE INTERVIEW

- Always send a personalized thank-you note to everyone that interviewed you.
  - Write within one day of the interview
  - Check for grammar and spelling
- Hand-written on professional note cards or typed on letterhead
- The note should:
  - Reference something from the interview
  - Re-emphasize your qualifications
  - Further express your interest

# ACTIVITY

- Who am I? (introduce yourself)
- What is my background?
- What group of people do I service? What position am I in? In what capacity do I serve?
- What is my USP (Unique Selling Proposition)? What makes me different from the competition?
- What benefits do my customers derive from my services? What benefits can employers derive from skills, based on my proven accomplishments?





# FINAL THOUGHTS

- Know where you are interviewing ahead of time and show up a few minutes early
- Anticipate possible questions and practice your responses
- Know how to recognize and deal with illegal questions
- Research the company and develop a few questions to ask your employer
- Get names and business cards to write follow-up correspondence