# Mock Interview Orientation

UTEP Career Services – Monica Gilliland

#### **Weird-but-True Interview Stories**

- Applicant used phone to call her therapist.
- Applicant refused to sit down.

- Strange sayings...
  - "Sometimes I feel like smashing things."
  - "I think I'm going to throw up."
  - "Why aren't you in a more interesting business?"

Howard Daughters, "Fun Interview Stories"

### **Types of Interviews**

#### Screening Interviews

Used to select candidates for further consideration.

#### Individual Interviews

 Often conducted by the supervisor, questions specifically related to the position.

#### Series Interviews

Several meetings with different people from the organization.



Conducted by a number of people at the same time.

#### Group Interviews

Several candidates interviewed together by a committee.



### **Types of Interviews**

#### Technical Interview

Testing your knowledge

#### Informational Interview

 To learn more about a career or a company

#### Behavioral Based Interview

 Interview based on the premise that the best predictor of future behavior is past behavior



#### The Four P's



Prepare Yourself



**Present Yourself** 



Practice! Practice!



Post-Interview Follow-up

#### **30-Second Commercial**

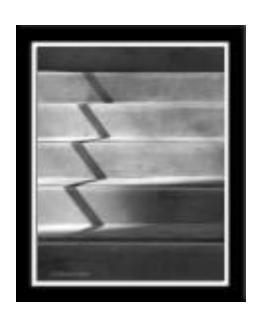
- Introduce yourself
- Education and credentials
- Look for your strengths
- Areas of experience you have
- Most recent accomplishment
- Present goal



## 5 Steps to Prepare for an Interview

- Self Assessment
- 2. Know the Organization
- Good Résumé
- 4. Rehearse
- 5. Dress for Success





#### **Self Assessment**

• Helps you to anticipate questions that might be asked, and prepares you of how to answer them.

#### Write a few things down:

- Previous Employment
- Accomplishments
- Strengths & Weaknesses
- Competencies (KSA's)



## When you do Self Assessment... Organization is the Key

- Work experience
- Volunteer work
- Military and technical training
- Education
  - Courses & Senior Projects
- Hobbies
- Extracurricular activities



## **Know the Organization**

#### Research the Company:

- History & Values
- Business Methods
- Philosophy
- Standing
- Location
- Products or Services
- Organizational Structure



### Researching Company "XYZ"

- Company's Website
- Annual Report
- Informational Interview



- Additional Sources:
  - Search Google and Yahoo! News
  - Local Libraries
  - C.I.R.C.U.S.



## So you're in the Interview... Now what?





PAR Problem - Action - Result





**Challenge - Action - Behavior** 



SPARE Situation/Problem - Action -**Result Enthusiasm** 





Situation/Task – Action – Result

### **Putting STAR into Practice**



Give me an example of an important goal you had set and tell me about your progress in reaching that goal.

## The STAR Response

# SITUATION ASK ACTION ESULT

Nurses were being paid different salaries for same work experience.

Researched their backgrounds and made a database.

Corrected internal pay inequalities.

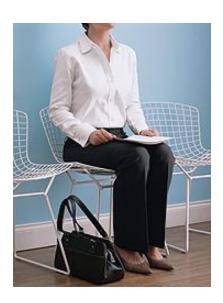
### **Areas of Questioning**

- Managing the Job/Projects
- Problem Analysis
- Decision making
- Result Orientation
- Cooperation and Teamwork
- Planning and Organizing
- Adaptability



## **First Impressions Count!**

- Be on time!
- Dress Professionally
- Be friendly, show your enthusiasm
- Stay positive!



### **Dressing Attire For Women**

- A skirted suit : Business Ideal
- Skirt at mid knee or below
- Avoid bold colors
- Light colored or patterned blouse

- Medium heeled pumps
- Non-textured hosiery
- Close shoes are best



#### **Dressing Attire for Men**

- Navy, dark gray, or black
- White shirt
- Tie in conservative stripe or classic design
- Dark socks to match the suit, and shoes
- Dress shoes- Oxfords or wing-tips



#### What to **AVOID**

#### Men:

- Wearing earrings
- Visible neck chains
- Belts not in good condition
- Looking unshaven

#### Women:

- Plunging necklines
- See through fabrics
- Too tight clothing
- Open-toe or sling-back shoes
- Too short hemlines
- Hosiery darker than shoes

#### Communication, Verbal and Non-verbal

## DO

- Enter the room confidently
- Try to mirror your interviewer
- Pay attention to your posture
- Make and keep eye contact

## DON'T

- Shake hands too hard or soft
- Make distracting body movements
- Cross your arms
- Arrive unprepared!

#### **Questions to ask the Interviewer**

- Don't be unprepared!
- Notebook / portfolio
- Next Step



Remember who you interviewed with!!!

#### **After the Interview**

Take immediate action and thank the interviewer with a Thank you letter



### **Activity 1 – POP QUIZ**

Name two types of interviews.

2. What does STAR stand for?

## **Activity 2 – Tell Me About Yourself**

- Introduce yourself
- Education and credentials
- Look for your strengths
- Areas of experience you have
- Most recent accomplishment
- Present goal

## Good Luck!!

Career Services – (915) 747-5640 careers@utep.edu www.utep.edu/careers

#### **MIO Evaluation Time**

Please complete the Workshop Evaluation.

Hand them into Monica Gilliland

Thank you!