

Mock Interview Orientation

*UTEP Career Services –
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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.
- **Panel or Committee Interviews**
 - 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

P

Prepare Yourself

P

Present Yourself

P

Practice! Practice! Practice!

P

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

1. Self Assessment
 2. Know the Organization
 3. Good Résumé
 4. Rehearse
 5. Dress for Success
- Being prepared is half the battle.



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



CAB

Challenge – Action – Behavior



SPARE

**Situation/Problem – Action –
Result Enthusiasm**



STAR

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

Nurses were being paid different salaries for same work experience.

TASK

Researched their backgrounds and made a database.

ACTION

Corrected internal pay inequalities.

RESULT

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

1. 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!!

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MIO Evaluation Time

- Please complete the Workshop Evaluation.
- Hand them into **Monica Gilliland**
- Thank you!