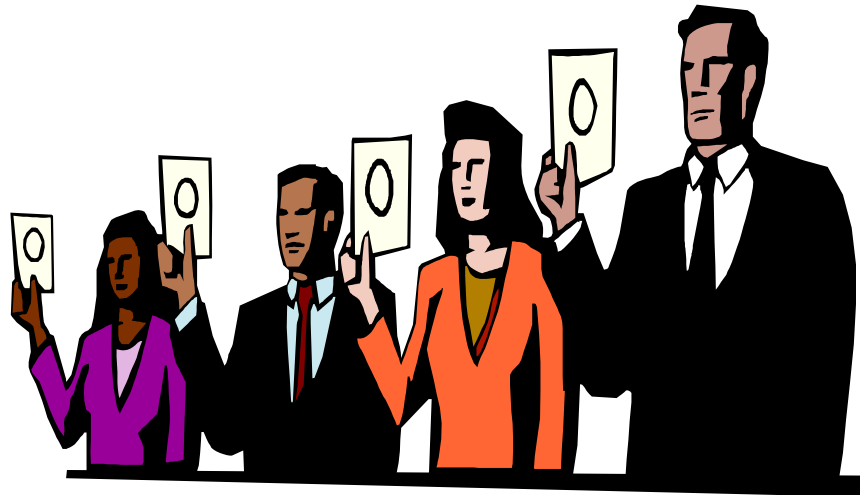


The Art of Interviewing



Skills for Successful Interviews

Elements of a Federal Application Process

- Resume
- On-Line Questions
- Interview

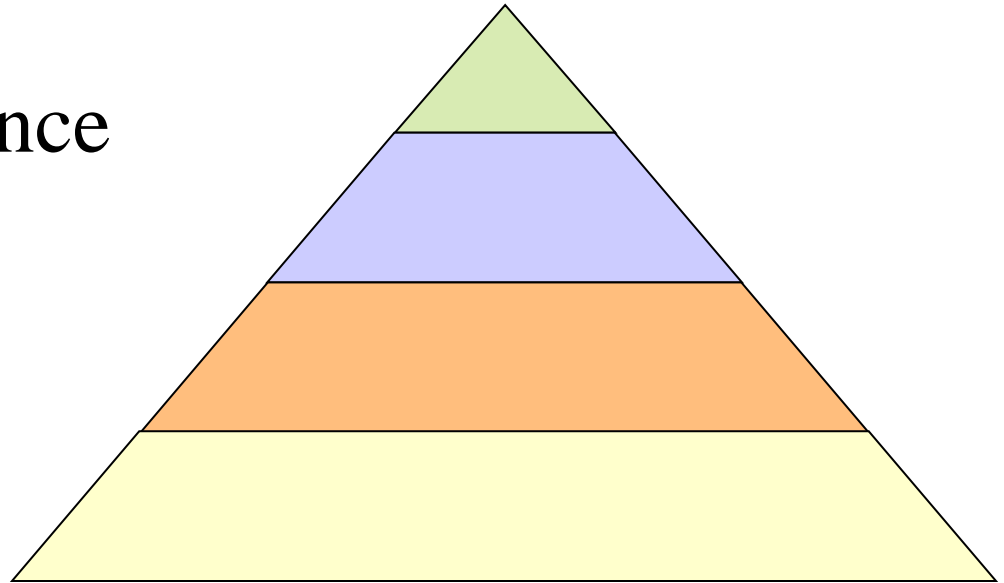
Getting the Job



- The Resume doesn't get you the job.
- The Resume gets you the Interview.
- The Interview gets you the Job!

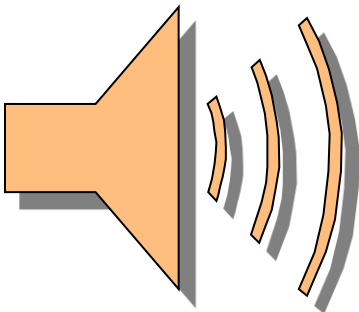
Elements of a Successful Interview

- Experience and Skills that Match the Job
- Effective Communication and Delivery
- Professional Appearance and Demeanor



A Successful Interview Experience

- Be clear about what skills, experience, knowledge and qualities the hiring official is seeking.
- Be prepared to communicate clearly that you have the knowledge, skills, experience and qualities sought by the hiring official.



A Successful Interview Experience

- Present a professional image in your dress and appearance and deliver your message in a clear, concise and effective way.



What are the Hiring Officials'
Goals for the Interview?



Employers' Interview Goals

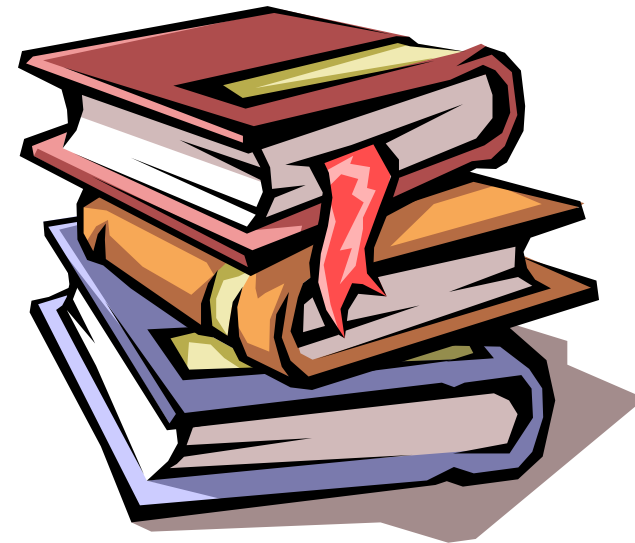
- Hiring Officials want to confirm that you have the knowledge and skills you claimed on the Resume.
- Hiring Officials want to determine how you will contribute to the team and the mission of the office.

Employers' Interview Goals

- Hiring Officials attempt to discern if you will demonstrate appropriate work behaviors on the job.
- Hiring Officials want to determine what kind of person you are and whether they will LIKE you.

Do Your Homework

- Review the skills listed in the job vacancy announcement.
- What skills does the hiring official most value?

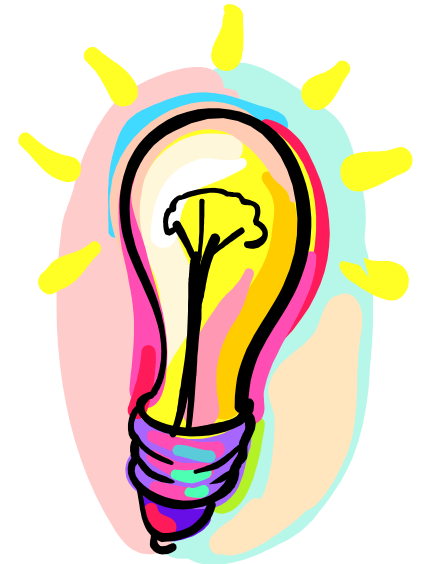


Do Your Homework

- Learn about the Office or Agency
- Access their agency website
 - What is their mission?
 - Primary goals?
 - Review their Organization Chart
 - Who are their customers?

Do Your Homework

- Did you include these skills on your resume?
 - Your Summary Statement?
 - Your Work Experience?
 - Your Accomplishment Statements?



Your Summary Statement

- What kind of professional are you?
- How many years of experience do you have?
- What is your career field or background?

Your Summary Statement

- What are your strongest skills, especially as they relate to the vacancy announcement?
- What positive qualities or traits do you have? Such as compliments you have received from co-workers or supervisors?

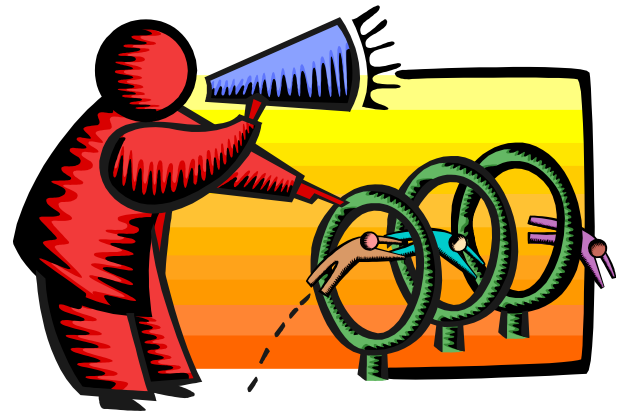
Your Resume is Your Script

- If you have not created a Summary Statement on your resume, write one that can remind you of your background and skills.
- Plan to take a copy of your resume for your own reference.
- Take other copies, just in case you are asked for them.

Introduction

How would you answer the question:

“Tell us a little about yourself and what qualifies you for this position?”



Dissect Past Interviews

What do you think are your best strengths in interviews?

- Projecting a professional image
- Putting others at ease, connecting with them
- Communicating effectively
- Articulately answering questions
- Conveying enthusiasm and interest

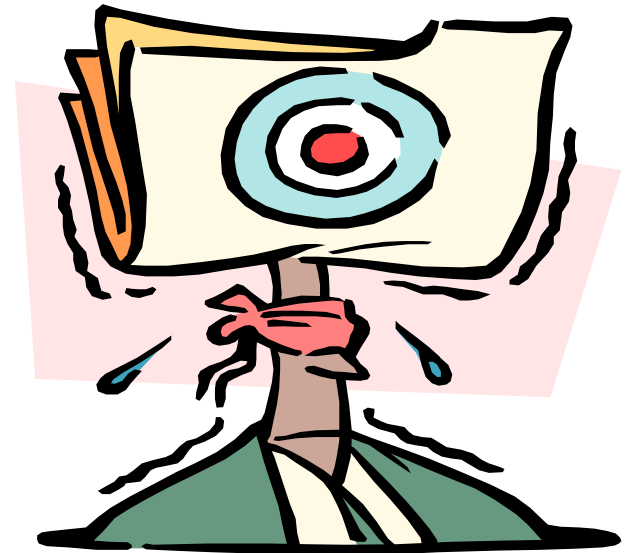
Dissect Past Interviews

What are your roadblocks to success in an interview?

- Confusing or uncomfortable questions?
- Discomfort with self-promotion?
- Talking too much?
- Not talking enough?
- Sharing negative information?

Anxiety Provoking Situations

- What are the most uncomfortable or anxiety provoking situations for you?
- Are there particular questions that you fear?



Ways to Overcome the Fear

- Think through questions that are scary.
- What is the purpose of the question?
- Why is the hiring official asking this?

Ways to Overcome the Fear

- Write down your answers to questions that provoke your anxiety.
- What is a good answer to this question?
- What is a bad answer to this question?

Ways to Overcome the Fear

- Role-play interviews—have someone ask you tough questions.
- Practice behaviors that are uncomfortable.
- Others?

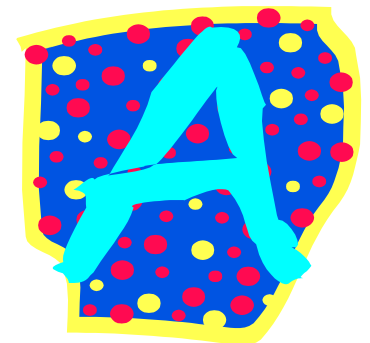
Communication

- Be Prepared to communicate during the interview that you have the experience, skills and qualities needed for the position.
- Be ready to tell the interviewer what you can contribute to the office/agency or organization.



Game Plan

- Think about the 3 to 5 points you want to convey to the interviewer(s) about your strengths:
 - Skills that match the job
 - Interest and Enthusiasm in the position
 - Ability to communicate, connect, etc.
 - Professional Demeanor



Game Plan

- Write down these points. This cements the data in your short-term memory.
- This now becomes your Game Plan.

Game Plan

- Your job in the interview is to use every question to make one of your 5 points.
- You now don't have to worry about what you will be asked. You have the answers already!

Preparation for the Interview

- Plan to be early for your interview—by all means do NOT be late!
- Dress conservatively—suit for men, suit or dress and jacket for women.
- Be well groomed—shoes shined, clothes pressed, hair styled.

During the Interview

- Introduce yourself confidently and shake hands.
- Try to remember the names and titles of all interviewers.
- Show enthusiasm for the opportunity to interview.

During the Interview

- Make eye contact with each person as you answer questions.
- Be relaxed and smile occasionally.
- Respond with a strong tone of voice and speak loudly enough so that all can hear you.

During the Interview

- Be honest and forthright in answering questions.
- Do NOT volunteer negative information!
- Do NOT criticize previous bosses or co-workers.

At the End of the Interview

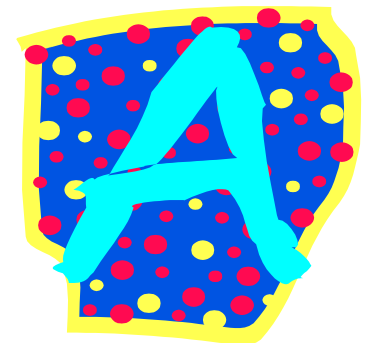
- Ask questions you have for the interviewer(s).
- Thank the interviewer or interviewers for the opportunity to meet with them.
- Be sure to shake the hands of all participants as you prepare to leave.
- Maintain enthusiasm and smile confidently as you leave.

Follow-up

- Be sure to write a thank you note or send a thank you email to the hiring official.
- Keep it brief.
- Express your continuing interest in the position.
- Show gratitude for the opportunity to meet with the hiring official.

Conclusion/Game Plan

- What are the 3 to 5 points you want the interviewer to remember about you after the interview?
 - Are you clear about the points you want to make about your experience and skills?
 - Do you know what you want to say about your ability to communicate/connect?
 - Did you write them down?



You Now Have a Plan for a
Successful Interview!!!!

