The Art of Interviewing

Pitt Community College
Career Services
Take the time to research employers whom you want an interview with

- What population do they serve?
- What’s the work environment like?
- Growth prospects?

Use information gathered to formulate thoughtful questions to ask the employer
Types of Interviews

• Individual
• Group
• Panel
• Phone vs. In person
Prior to the Interview

- RESEARCH organizations you are interviewing with
- Know the position for which you are interviewing
- Understand what skills/attributes YOU bring to an organization
- Think about questions you want to ask the interviewer(s)
During the Interview

- SMILE
- Market yourself! Talk about experiences and skills you bring to the table
- Positive energy
- Address all interviewers if it’s a panel
- Answer the interviewers’ questions to the best of your ability
  - It’s OK to ask for clarification
  - Take your time and don’t feel rushed to answer
After the Interview

• Write thank you letters immediately

• Complete any online applications requested

• Evaluate your performance
How to Stand Out

• What are your life experiences that make you stand out from others?
• Talk up the transferable skills you bring to the table
• Create a distinguishing resume
• Prepare properly for the interview process
Hidden Job Market

(ONLY 10%-20% of jobs are published)

• NETWORK
• Informational Interviews
• Temporary Work
• Electronic Job Search
What is Networking

Establishing and cultivating personal relationships

So what does that mean for you?

Talk to people, make friends, and build relationships – something we do on a regular basis already!

This includes mutual support, sharing ideas and referrals
Think About

• 70% of people that get a job, find it through networking

• Think of who you know and then who they are connected with – your “network” just doubled!

• The more you know about the backgrounds of people in your network, the more a conversation can lead to an opportunity
Where Can You Network

• College faculty/staff
• Extracurricular activities
• Talk to family, friends, and neighbors
• Volunteering
• Visit with members of your social clubs or religious groups

• Career fairs
• Internships
• Informational interviews
• Professional association events and meetings
Networking Etiquette

- Know your purpose for networking
- Do your homework
- Don’t act desperate, pushy, or aggressive
- Listen
- Respect contact’s time
- Ask for help in small doses: remember it’s a 2-way street
- Get permission to mention contact’s name
INFORMATIONAL INTERVIEWING
What is it?

• Opportunity to conduct the screening process prior to accepting a position
• Provides key information to launch or boost career
• Learn about the realities of the work world and what to expect
• Develop a strategy to enter career
• Clarify values
• Tap the hidden job market
• Build networking relationships
Logistics

• In person, by phone, or via e-mail
• 20-30 minutes long
• Use referrals to contact someone you’re interested in interviewing
How to Request an Interview

• Identify yourself
• Explain why you’re contacting them
• Tell how you got the person’s name (if applicable)
• Assure the prospective interviewee you only need a brief meeting
• Assure you’re not looking for a job (if they seem concerned)
• Offer options for how to conduct interview
• Express appreciation to prospective interviewee for considering the interview
How to Prepare

• Research the organization
• Bring a notepad for basic note taking
• Dress as you would for an job interview
• Update and bring your resume
• Practice interviewing with a friend or family
• Call to confirm appointment
• Prepare a list of questions – more open ended
Don’t Leave the Informational Interview Without

- Asking for referrals
- Business cards
- Thanking the interviewee
Questions?