

Current Literature

The Interview is a critical component of your job search. It is where the prospective employer determines how your skills, experience and academic qualifications fit-in with the company and how you fulfill the needs of the organization. Simultaneously, the interview allows you to determine if this particular position and employing organization are a good match for you.

Consider the interview an opportunity and use your time to your best advantage.

Market Yourself—view yourself as a “product” that needs to be sold to the employer. Analyze your strengths, qualifications, interests, etc. and relate them to the position(s) for which you are applying.

Assess Job Fit—the only way to determine if this is a position that matches your career goals is if you have sufficient information...do your research prior to the interview and ask questions during the interview.

Some of the techniques employers use to determine your hireability include:

- The Screening Interview
- One-on-one Interview
- Panel Interview
- Peer Group Interview
- Luncheon Interview
- Second Interview

EMPLOYERS SAY...

“The biggest mistake you can make is to be unprepared. Prior to any interview, you should make time to do your homework.”

Conduct Self Assessment—Determine your skills strengths and career goals. Be prepared to clearly communicate these to the interviewer. Cite examples as appropriate.

Research the Company/Organization—Familiarize yourself with the history, products/services, current performance, culture and mission of the employer.

Prepare Questions—Compile a list of well thought-out questions as you will be given the opportunity to ask them.

WHAT DO EMPLOYERS SEEK IN A CANDIDATE?

Personality/Attitude—Some of the qualities employers seek are: initiative, enthusiasm, ethics, motivation, team player orientation, dependability, confidence and leadership potential.

Concrete Career Goals—A common reason candidates fail in the interview process is lack of direction. Show the interviewer you have specific career goals and explain how this position fits in with these goals.

Communication Skills—Verbal: Your ability to speak clearly and confidently will surely have a positive impact. Voice tone, diction and proper grammar are important. Do not use slang expressions or speak too quickly. **Non-Verbal:** This is just important as verbal skills. Eye contact, facial expressions, good posture and a firm handshake can make a difference.

Appearance—Professional business attire is appropriate for the interview—a navy, dark grey or black suit. Make sure your shirt/blouse is ironed, shoes are polished and you are well groomed. Avoid excessive cologne/perfume, make-up and jewelry.

SALARY ISSUES

When the topic of salary is raised by the interviewer, be prepared to discuss it intelligently.

Research the Field—Find out what the average salary is for this type of position. Utilize salary surveys on the internet and talk with people in the industry.

Be Realistic—Understand that salary may vary according to geographic region, size of the company, experience and education.

Do Not Pinpoint a Salary—Instead give a range (e.g., low-to-mid 40's) rather than quoting a specific figure.

PRESENT A WINNING ATTITUDE

Approach the interview as a winner. Do not make excuses or apologize for weak aspects of your education/experience. If you lack relevant experience, emphasize your personal traits (organized, self-directed, reliable, etc). Also, do not overlook “experience” you gained through involvement in campus or community activities.

HELPFUL RESOURCES

Attend a **CSPD Interviewing Workshop**, “Was it Something I Said?” where you will learn about and practice targeted Behavioral Event Interview (BEI) and traditional interview techniques that are widely used for entry-level candidates.

Visit the CSPD website for additional interviewing tips at www.sbm.temple.edu/cspd/interview

Add the Fox Center for Student Professional Development to your Blackboard Organizations.

Quick Tips

DO...

- Prepare for the interview.
- Be punctual. Plan to arrive at least 15 minutes before the interview.
- Stay focused in the interview.
- Be confident.
- Use examples when appropriate.
- Be genuine in your answers and avoid “rehearsed” responses.
- Focus on what you have to offer the employer, not what you are going to get out of the job.
- Do ask for a business card from the interviewer(s) at the end of the interview.
- Promptly send a thank you note after the interview.

DON'T...

- Don't bring up salary/benefits. Let the employer address these issues when appropriate.
- Talk negatively about past employers.
- Give the impression you are merely “shopping around.”
- Appear aggressive. Instead be assertive.
- Talk too much or too little.

CSPD Overview

The Center for Student Professional Development (CSPD) is a comprehensive Fox School of Business resource focused on preparing you for entry into the professional business environment.

Besides academic preparation, “professional development” is an important component of your university experience. Because of that, the Fox School of Business has integrated professional development into the multi-year curriculum.

As an undergraduate business major at the Fox School, you have access to the services and resources of CSPD. Your utilization of CSPD is an investment in your professional development that will ensure you develop the requisite skills to locate meaningful internships, co-ops and permanent jobs.



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Center for Student Professional Development

On-the-Go Series

INTERVIEWING

