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# Interviewing Skills



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# Interviewing Skills

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- Identify some skills you need to work on
- Modify some habits that you need to get rid off
- Plan how to interview

# Interviewing Skills

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- **Total Appearance**
  - Attire: Dress/Suit-ironed
  - Hair
  - Fragrance/Jewelry
  - Hygiene: Body Odor and Breath Odor
  - Nails
  - Shoes: Clean-good repair-shinny



“ Dress for the job you want- not the job you have”

# Interviewing Skills

- **Non Verbal Communication**

- Posture: Standing Straight/Sitting
- Making Eye Contact
- Firm Handshake
- Smile



“The process of using wordless messages to generate meaning”

# Interviewing Skills

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- **Verbal Communication**

- Listening: Great part of good communication

- Gather information
    - Read the person in front of you
    - Don not cut off or interrupt

- Talking: “Be careful not to talk too much”

- Fatal mistake

Speak LESS



Listen MORE

# Interviewing Skills

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- **Verbal Communication**
  - Don't be too familiar
    - No matter how comfortable
      - Remember it is an interview
      - Do not over step your boundaries
  - Dropping names is not a plus!!!



# Interviewing Skills

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- **Verbal Communication**

- Attitude

- Fine balance between

- Confidence
      - Professionalism
      - Modesty



- Overconfidence is worse than being reserved!!!

# Interviewing Skills

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- **Verbal Communication**

- Appropriate Language

- No slangs
    - No Stereotypes
    - Avoid words that will imply discrimination such as
      - Age
      - Race
      - Religion
      - Politics
      - Sexual orientation





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- **Verbal Communication**

- Answering the question

- Take the opportunity
    - Give examples
    - Show who you are
    - Show your interest



# Interviewing Skills

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- **Verbal Communication**
  - Ask questions
    - Prepare your questions
    - Show interest
    - Ask intelligently
      - Try to see if this is a good fit for you



# Interviewing Skills

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- **Verbal Communication**
  - Don't be desperate



# Interviewing Skills

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- **Do your Homework**

- Plan
- Prepare
- Research:
  - Gather information
  - Analyze
  - Have a strategy
  - Be ready



# Interviewing Skills

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- **The night prior**

- Double check the location:

- Getting there is important

- Double check the time

- Iron and try your suit!

- Double check the itinerary

Look up the people you are interviewing



# Interviewing Skills

- **The day off**

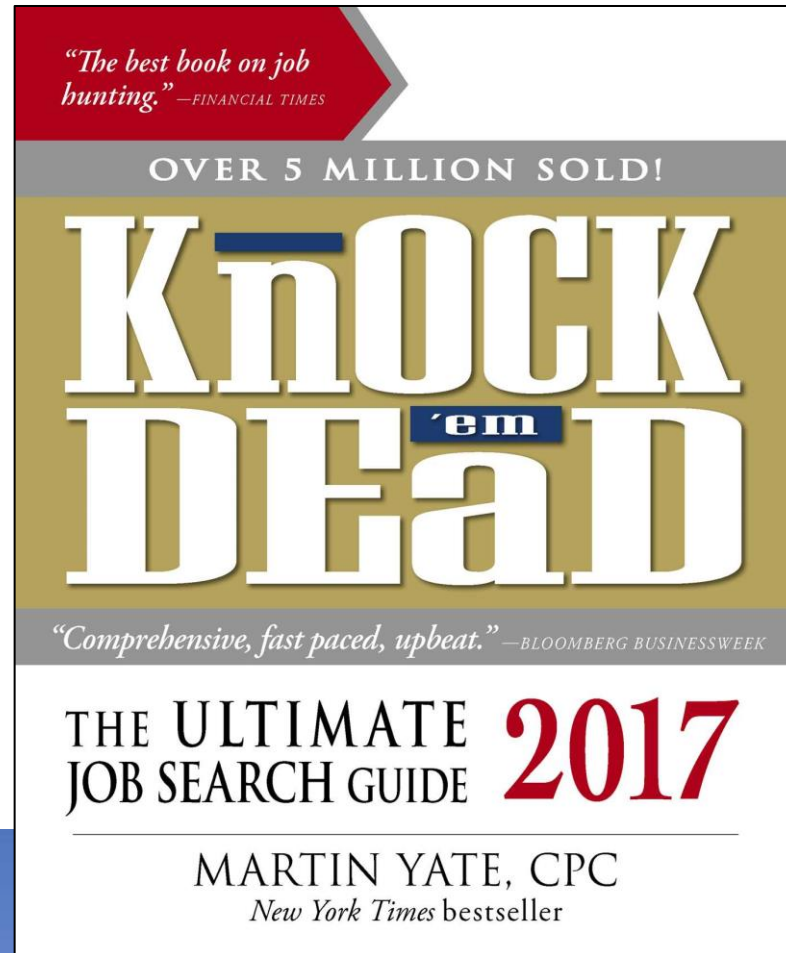
- Arrive early
- Show up few minutes earlier
- Have copies of your CV



- Make sure to have a good outlook: look your best!
- Believe in yourself

# Interviewing Skills

- Recommendation to read



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