Effective Interviewing 101

PRESENTED BY:
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Who Am I?

- Internship & Job Placement Coordinator
- Resumes and cover letters
- Career Advisor = Tips for Career Success
- Who we are at ESS
Prepping for an Interview

- Outfits
- About Us
- Review
- Elevator Pitch
- Be On Time
Interviewing Anxiety

Prepare Properly
To-Do List
Use Visualization
Physically Relax
Take Time to Think
At the start

Introduce Yourself
Develop Rapport
Take Notes
Turn OFF Your Phone
Keep your mouth fresh
Energetic and interested
Body language

Eye contact
Good Posture
Firm Handshake
Breathing Techniques
No Fidgeting
Body Language Mistakes to Avoid

- Not Making Eye Contact
- Refusing to Smile
- Playing with Something on the Table
- Fidgeting too Much in Your Seat
- Crossing Your Arms
Answering Questions

Rehearse your Answers
Talk Slowly
Open-Ended Questions
80/20 Rule
Most Common Behavioral Questions

Be Ready to Share Examples of Your Work

1. An accomplishment you’re proud of
2. A time you went above and beyond
3. A challenge that you overcame
Common Interview Questions

Tell me about your self.
Why do you want to work at this company?
Why do you want this job?
Why should we hire you?
What can you bring to this company?
What are your greatest strengths?
Why are you leaving your current job?
Time for YOUR questions

• Have I Answered all Your Questions?

• What Will Be the Biggest Challenge for the Person Filling This Position?

• Why is this Position Available?

• What do the career paths of those who have held this position look like?
Close out & follow-up

Summary
Appreciation
Send Thank you Letters
In-person Interviews

Be on Time
Type of Interview
Etiquette
Job Posting
Know the Company
Virtual Interviews
No Distraction
Natural and Neat
Proper Lighting
Your Screen Name
Test Your Software
Dress Properly
Body Language
Phone Interviews

If not the best time, reschedule
Speak clearly
Sticky notes
Close the Call
Salary

When to Negotiate
Be Confident
Determine Your Worth
Multiple Level Interview
Non-Negotiable Positions

They were moving closer on salary.
Things to Avoid During an Interview

- Clueless About the Company
- Talk too Soon About Money
- Arriving Late (or Worse, Too Early)
- Forget Copies of Your Resume
- Trash a Previous Employer
- Lack Enthusiasm
- Forget to Ask Questions
- Talk Too Much
- Leave Your Cell Phone On
What NEVER to Say at an Interview

“That’s a great question!”

“What is the title of the role, again?”

“I’ve actually never done this type of job before, but…”

“I really can’t imagine anyone more qualified than me.”

“My last boss was terrible.”

“This will be a great stepping-stone to my next career move.”

“I don’t know.”

“I don’t have any questions for you.”
Point to Remember

- Dress Professionally
- Arrive on Time
- Mind your Manners
- Body Language
- Insightful Questions
- Project Confidence
- Be Positive
Resources

https://ess.unm.edu/resources/career.html
How to dress for an interview

https://career.unm.edu/index.html
Mock Interviews
Resumes and Cover letters
Career Counseling
Online Resources

https://www.themuse.com/advice/interview-questions-and-answers
https://career.unm.edu/index.html
https://www.indeed.com/career-advice/interviewing/good-questions-to-ask-at-the-end-of-an-interview
https://theinterviewguys.com/job-interview-salary/
Conclusion

Help with:

- resumes
- cover letters
- career advisement

Please reach out to me, Nada Abdelhack at nabdelha@unm.edu
Questions?

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