

MAKING AN ENTRANCE: Preparing for that Next Job Interview
Jill Caudill, M.Ed., SCT (ASCP) and Deanna Iverson, MHS, SCT (ASCP) HTL

WEB SITES

Interviewing Tips

<http://www.collegegrad.com/intv/>

<http://www.rileyguide.com/interview.html>

- nice listing of other websites for specific topics; take particular notice of the sites offering good questions for you to ask, and questions interviewers like to ask (they also provide some good answers)

<http://interview.monster.com/>

- this site offers “virtual interviews” where it asks questions and you choose an answer. It gives good advice on answering behavioral interview questions.

http://www.hospitaljobsonline.com/CareerCenter_Interview.aspx

<http://www.brockport.edu/career/behave.htm>

- explanation and tips on behavioral interviewing

<http://www.hotjobs.yahoo.com/interview/>

- tips on how to prepare, what to wear and how to handle tough interview questions.

<http://www.careerjournal.com/jobhunting/interviewing/>

- this web site is sponsored by the Wall Street Journal and provides many interview tips

Resumes

http://resume.monster.com/?WT.mc_n=SRCH/?s_kwid=resumes|735123379

<http://www.collegegrad.com/resumes/>

Curriculum vitae information

http://jobsearch.about.com/od/curriculumvitae/Curriculum_Vitae.htm

<http://jobsearch.about.com/od/cvsamples/a/blsamplecv.htm>

<http://www.hotjobs.yahoo.com/resume/> -learn the basics of resume writing

<http://www.careerjournal.com/jobhunting/resumes/>

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TEXTS

Hire Me, Inc.: Package Yourself to Get Your Dream Job
Roy J. Blitzler, Entrepreneur Media, Inc., 2006

Hire Me, Inc.: Interviews that Get Offers
Roy J. Blitzler, Entrepreneur Media, Inc., 2006

Job Hunting for Dummies, 2nd Edition
Max Messmer, Wiley Publishing, 1999

24 Hours to the Perfect Interview: Quick Steps for Planning, Organizing, & Preparing for the Interview that Gets the Job!
Matthew J. Deluca & Nanette F. Deluca, McGraw-Hill, 2004

Fearless Interviewing: How to Win the Job by Communicating with Confidence
Marky Stein, McGraw-Hill, 2003

INTERVIEWING DO'S & DON'TS

DON'T

- come unprepared
- arrive late for your interview
- smoke or smell like an ashtray
- chew gum
- bad-mouth former employers or coworkers
- be poorly or inappropriately dressed
- wear dangling, jangling or ostentatious jewelry
- present with poor hygiene
- wear too much fragrance
- slouch
- fidget with clothing, papers, hair, face, hands or nails
- cross your arms or legs
- stare
- mispronounce or forget the name of company, organization or interviewer
- forget to shake hands; your grip should not be too firm or limp
- lie or embellish the truth
- do not offer information not asked for
- rush to speak

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- do not talk too much or too little
- name drop
- use jargon
- interrupt or complete the interviewers' questions
- be argumentative
- assume anything
- be negative or arrogant
- be impatient
- be afraid to say "I don't know"

DO

- your research
- be prompt
- be yourself
- be consistent with your cover letter and resume
- be positive and smile
- be open and friendly to all you meet
- make a positive first impression by taking care to dress appropriately and be properly groomed
- be aware of your body language (how you're sitting, your facial expressions, your hand gestures, etc)
- use good posture, sit with legs straight
- make direct eye contact with the interviewer
- listen, pay attention
- alert and observant
- be polite, show respect and courtesy to the interviewer
- be confident
- be prepared, know yourself, the company and the industry well
- pause at times to consider your responses
- ask for clarification if necessary to properly answer a question
- express your interest in the job
- be inquisitive
- be appreciative of the time and consideration given you
- keep your sense of humor
- be a lifelong learner
- follow-up with a personal touch

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Top Reasons Candidates “Fail” Interviews

Lateness
Passiveness
Too interested in money
Poor references
Arrogance
Overstated qualifications
Lack of preparation
Immaturity
Strong biases
Poor speaking skills
Preoccupied with benefits
Sloppy application form
Resume differs from application details

Tactlessness
Lack of eye contact
Evasive responses
Inflexible expectations
Lack of interest in company
Poor appearance
Looked different on paper
Lack of attentiveness
Nervousness
Sloppy appearance
Poor manners
Unwilling to give references