

DEVELOPING CONFIDENCE AND SKILLS IN THE INTERVIEW PROCESS

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What Not To Do in an Interview

Introduction

- Deeper focus
- Sees an interview process as a whole
- Before, during and after an interview
- Developing the competence and confidence of an applicant in an interview.
- Identifies the important crucial aspects

Objectives of the Training Program

- Before The Interview
 - Resume
 - Identify the essential components of a resume/cover letter
 - Effectively construct a professional resume/cover letter
 - Generate responses to all aspects of the resume
 - Dress
 - Identify appropriate professional attire and dress accordingly
 - Research the company
 - Familiarize his/herself with the company's goals/ideals
 - Prepared - question - tough/discriminatory/all
 - Recognize the different types of questions asked by the interviewer
 - To formulate different response to questions
 - Confident
 - Represent themselves in a manner that reflects his/her goals
 - Understanding his/her professional goals
 - Competently communicate his/her professional goals and how the company will fit to meet those goals.
 - Understand company goals/ideals
 - Research the company's goals and objectives
 - Identify the company's mission statement

Objectives of the Training Program (cont.)

- During The Interview
 - Answer questions - tough/ discriminatory/ all
 - Identify all of the different types of questions
 - Generate quick and clear response to questions
 - Stages of interview
 - Properly give strong, firm handshakes
 - Give eye contact during the interview
 - Nonverbal
 - Control his/her body language when answering a question
 - Properly read the interview's body language
 - Confidence
 - Present themselves in a professional manner
 - Eye contact
 - Demonstrate proper eye contact during an interview
 - Persuasion "Sell yourself"
 - Demonstrate persuasion techniques and self-promotion
 - Highlight the skills and strengths that he/she possesses
 - Discuss company goal/ideal
 - Conduct an in-depth conversation discussing the company's goals/idea
 - Compare their own goals with those of the company
 - Listening
 - Demonstrate/explain proper listening skills/techniques

Objectives of the Training Program (cont.)

- After The Interview
 - Follow up
 - Follow up and interview in the proper time
 - Conduct a proper interview follow up i.e. Thank you letter, inquiries of hire
 - Thank you letter
 - Properly write a thank you letter to the interviewer/company
 - Business cards
 - Gather business cards from interviewer so they will know who to send the thank you to.

This Program will make money because....

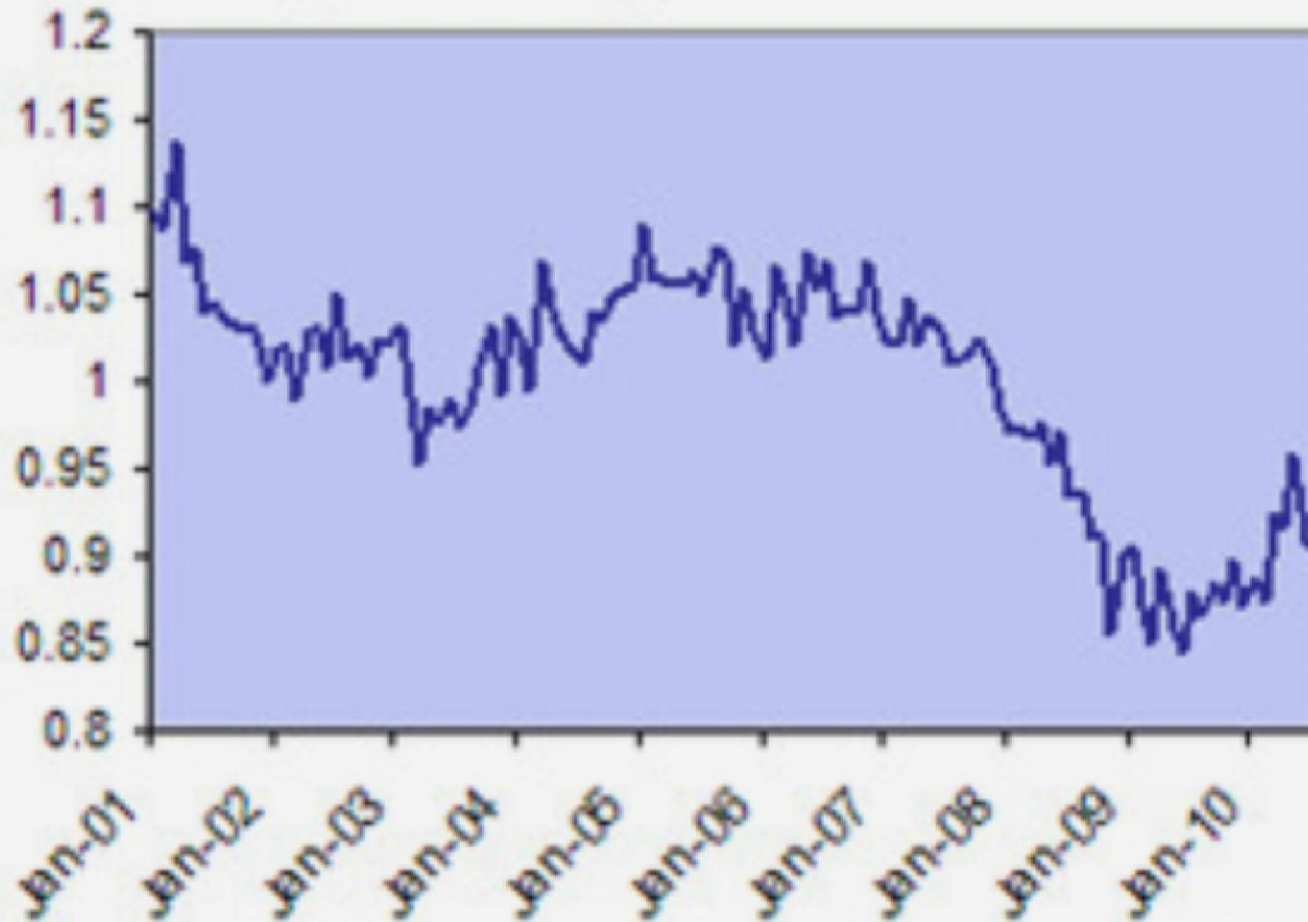
- ▣ High unemployment rates
- ▣ Stagnant hiring rates
- ▣ Valuable applicants are hard to find
- ▣ The importance of 1st interview
- ▣ PEOPLE NEED CAREERS

Unemployment Rates - 2010
Unemployment Rates by State -
2008

Wall Street Journal

Employer's Aren't Trying To Hire

Recruiting Intensity



Source: Steven Davis, University of Chicago

Why we are Competent...

- ▣ Combination of 20 years of interview experience
- ▣ Personal Experiences

Proof of Meeting the Organization Needs

- Journal Article
 - “...results indicate a significant difference in interview performance, self – evaluation, and assertiveness for the 5 experimental groups.”
(Journal of Counseling Psychology)
- CNN – Time is Money
 - British Professor
 - $V = (W((100-t)/100))/C$
 - V = value of an hour
 - W = person's hourly wage
 - T = tax rate and
 - C = local cost of living

Conclusion

- ▣ “We are here to make sure our trainees receive careers, not jobs.”

Questions?

Bibliography

- <http://blogs.wsj.com/economics/2010/09/29/employers-arent-trying-hard-to-hire-study-suggests/>
- <http://www.bls.gov/web/laus/laumstrk.htm>