

JOB SEARCH SERIES



INSIDE:

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**WHY PEOPLE
DON'T GET HIRED**

The Interview Process

JOB SEARCH SERIES:

- Job Search Strategies
- Using *PantherZone*
- Jobs on Campus
- Internships
- Resumes and Cover Letters
- Networking
- The Internet as a Job Search Tool
- The Interview Process

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GARDEN CITY ■ HAUPPAUGE
MANHATTAN ■ POUGHKEEPSIE

Research the organization.

*Practice
answering
questions.*

*Plan your
wardrobe.*

Be on time!

Smile 😊

*Be enthusiastic
about the job.*

Don't ask about salary!

*Evaluate your
performance.*

*Send a
thank you letter
the next day!*

Information to Have Prior to the Interview

- Organization's history and current structure
- Relative size of the organization in their field
- Potential growth for the organization and field
- Percent of growth (e.g., annual sales) for past five years
- Short-term product or services picture
- Array of products and/or services they provide
- Who is their competition?
- Names of top management
- Population and/or demographics served
- People you may know in the organization and what they do
- Details about their training program
- Numbers and locations of facilities
- Current challenges facing the organization and industry
- Sources of funding (if a not-for-profit agency)
- Salary range for position
- Their "mission statement"



Sources of Information

- Internet (See *The Internet as a Job Search Tool* in our Job Search Series.)
- Professional journals and trade publications (your local library)
- Annual reports and literature from organizations to which you are applying
- Newspapers and magazines
- Hoover's Guide (www.hoovers.com)
- Occupational Outlook Handbook or www.ONETcenter.org
- Salary surveys (www.salary.com, www.payscale.com)
- Information interviews (see page 3 in this document)
- Visit the location or try the product (if applicable)
- Chambers of Commerce (especially for out-of-town jobs)
- Phone directories



Information Interviews



Purposes:

- To gather information about the industry in which you are interested
- To build your network (establish contacts).

How to get started

1. Decide **what industry** and company you would like to explore.
2. **Think of people** you know (or who *know* people you know) who may have information you need.
3. Call to request an **information interview**, explaining that you are researching the industry, a particular job and/or that particular firm. Make it clear that you are seeking information, not asking for a job. Be flexible in the scheduling of the interview. It may need to be a telephone interview.
4. Dress as you would for a job interview and bring copies of your resume.

Prepare questions about . . .

1. **Nature of the work:** *Please describe your major job responsibilities.....
Can you tell me what your typical work day is like?*
2. **Education, experience and skill requirements:**
*What education or experience would best prepare me to enter this field?
What skills should I be developing now? If you were hiring someone for your own job, what qualities would you seek? How can I improve my own resume (or skill set) to make me better qualified?*
3. **Opportunities for growth in the industry:**
What is the career path for someone in your position? Can you tell me about the potential for growth and advancement on the job? What are the starting salaries in the field?
4. **Person's career history:** *How did you decide on this career? How did you prepare for it?*
5. **Organization:** *How is this firm structured? To whom do you report? Whom do you supervise?*
6. **Trends in the field:** *What changes do you expect in this industry?*
7. **New technologies and developments:** *How have these advancements affected your firm?*
8. **Job satisfaction:** *What do you enjoy most about your occupation? Least?*
9. **Others you could speak with to gather more information:**
Can you suggest other people who might be also be willing to meet with me?



Follow up

1. Promptly send a thank-you letter to the individual(s) you interviewed. See example in this booklet.
2. Continue your research based on new information you have obtained.

What to Wear to an Interview

Interviewers often decide about you in the first few seconds, then spend the rest of the interview justifying the decision they have already made. A first—and lasting—impression is based on how you look, sound and move.



If your appearance is sloppy, the employer may assume that your work will be sloppy, too. If clothing or hair is out of style, the assumption may be that your skills are also dated. On the other hand, if your appearance is well-coordinated and appropriate, one may assume that you know what is required and can plan ahead.

SUIT: Men and women should wear a suit (two pieces cut from the same cloth). *Colors:* dark blue, or medium to dark gray. Black is acceptable, but some find it too authoritative. *Fabric:* solid or subtle pinstripe, plaid or tweed.

Men: wear a single-breasted, 2 or 3-button jacket. Women interviewing in conservative fields (banking, accounting, corporate offices, etc.) should wear a knee-length skirt.



SHIRT: Men should wear a solid white dress shirt. (Light blue or blue/white stripe may be acceptable.) Be sure the collar fits so that no more than two fingers can fit snugly inside when shirt is buttoned; cuff should extend 1/4" below suit sleeve. Women may wear white or pastel button shirt or shell.

TIE: Stripe or small-patterned silk.



SHOES: Men should wear black or maroon oxfords or loafers. Women should wear leather pumps (low or mid heel) in black or a color to coordinate with the suit.



HOSE: Men should wear black dress socks and women should wear neutral (tan or taupe) hose. Bring an extra pair—just in case!

JEWELRY: Men may wear cufflinks, tie pin, watch and a ring. Women: may wear conservative jewelry, no larger than dime-size earrings on the earlobe.

PERSONAL GROOMING . . .

Hygiene: Shower, use deodorant, have all clothes cleaned. Use very light cologne, if any.

Hair: Women's hair should be well-groomed. (If it is long, tie back.) Men should be clean-shaven and have recently-cut well-groomed hair.

Make-up: Minimal to moderate amount.

Nails: must be clean and trimmed. Clear or neutral polish. (No chips, no designs, no trendy colors!)



ACCESSORIES . . .

Portfolio: Men and women may carry a black, brown or maroon leather (or leather-like) portfolio, with an attractive, conservative pen.



Bag: Women may also carry a simple, medium-sized black or brown bag. No tassels/ designer logos/ beads/ loud colors

What NOT to Wear or Bring to an Interview

NO:

- Bright colors, wide stripes or loud prints
- Very short skirts or low-cut shirts
- Sneakers or sandals
- Shoes with open toes or open backs
- Clothing with writing or pictures
- Excessive make-up
- Very long, loose hair or bizarre hairstyles
- Jangling bracelets
- Rings on more than one finger per hand
- Dangling/large earrings or hoops
- Sunglasses
- Mickey Mouse watches



NO:

- Visible tattoos
- Nose rings, tongue rings, brow rings
- More than one earring per ear
- Earrings on men
- Man's shirt with loose-fitting collar
- Handbags with fringe, tassels, logos
- Work samples in shopping bags
- Too much cologne/perfume
- Lack of cleanliness or deodorant
- Chipped nail polish
- Chewed-up pens
- Tobacco odor



Business Casual

When applying for seasonal non-professional positions, business casual may be appropriate. There may also be occasions in the hiring process when an organization will instruct candidates to wear "business casual." Generally this allows for . . .

- Blazer and slacks
- Button-down shirts (instead of dress/business shirt)
- More colorful or striped shirts (but still no writing or pictures)
- Khakis (but not jeans)
- Loafers (but not sneakers or sandals)



How to Dress for a Job Fair

*Since a Job Fair is a collection of mini-interviews, professional standards are expected. When applying for full-time or professional positions, we recommend that you adhere to all of the suggestions on the previous page for what to wear to the interview. If you are applying for a summer or part-time non-professional position, you may wear business casual. **Regardless of the position you seek, the following rules for both job fairs and interviews will apply:***

- NO sneakers**
- NO sandals**
- NO shirts with pictures or writing**
- NO jeans or shorts**

- NO hats**
- NO backpacks**
- NO chewing gum**
- NO ringing cell phones**



AT THE INTERVIEW

Tips and Basics

1. You might be offered an interview with short notice. Be prepared to interview the next day! Be flexible and schedule the interview at the employer's convenience.
2. Investigate and verify the location of the interview. If possible, drive to the place of the interview beforehand to ensure that you know how to get there, where to park and how long it will take.
3. Arrive early (15 minutes is a good rule of thumb). Even a good excuse will not make up for tardiness.
4. Bring a pen, notebook, extra resumes and a list of references, kept in a nice pad/folio or folder.
5. Bring photo ID, social security card, and any certificates of licensure.
6. When you arrive, be sure to hang up your coat, umbrella, etc. Do not bring large or multiple bags into the interview.
7. Read over your resume before the interview to keep your experiences and skills fresh in your mind.
8. Be polite to *everyone* you encounter.
9. Never smoke, chew gum or bring food with you into the interview. Turn down offers of drink.
10. Remember the interviewer's "family" name and use it, but DO NOT use his/her first name.
11. Make sure to ask for business cards to facilitate sending thank you letters.



12. When greeting people, smile, look them in the eyes, and give a firm (but not crushing) handshake.
13. Wait for the employer to sit down and/or offer you a seat before sitting.
14. Follow the employer's lead for the tone and pace of the interview.

15. Listen carefully! Make sure you understand the question before answering. It is OK to ask the interviewer to clarify the question if you are not clear about it.



16. Maintain a generally job-related focus to your responses and questions.
17. Market yourself – your experience, skills, even your personality – and match yourself to the job requirements.
18. Use the terminology of that profession when describing your experience and skills.
19. Never criticize past employers or positions held – especially at an interview!
20. If you are interested in the job, be sure to say so.
21. Offer your list of references.
22. If it has not been covered, you may ask about the timeline for filling the position and when you may expect to hear from them.
23. Be prepared to take tests or provide an on-the-spot writing sample.

Be aware of your non-verbal cues and body language:

DO	DON'T
Maintain good eye contact	Look at the ground, ceiling or out the window
Maintain good sitting posture	Slouch in your chair
Actively listen	"Zone out"
Try to relax and smile naturally	Force a smile or frown
Be positive and enthusiastic	Be negative and disinterested

Questions an interviewer might ask

1. Tell me about yourself. (Practice 1-minute and 2-minute versions – this is **your sales pitch!**)
2. What are your greatest strengths... weaknesses? (Any weakness must have a solution in progress.)
3. What adjectives would you use to describe yourself? (Consider traits suited to the job.)
4. Why are you interested in this position? (You should have an idea what the position entails.)
5. What do you consider to be your greatest accomplishment? (Show your perseverance!)
6. What goals have you set for yourself? Where do you see yourself in 5 years? (This position is not just a stepping stone to something else, right?)
7. What do you know about our organization and why did you choose it? (You should know quite a bit!)
8. If you could begin college again, what would you do differently? (Show new insights and growth.)
9. What experiences have prepared you for this position? (Give **very specific** examples.)
10. What do you value most in your work experience? (Every job has taught you something valuable.)
11. What is your philosophy of business (or teaching or nursing or management, etc.)?... What is your management style? (Think about your own experience. Do research on possible styles.)
12. Are you interviewing with other employers? (Only with employers like this one, for jobs like this one!)
13. Why did you choose to get your degree at Adelphi? (Relate your answer to program – not location.)
14. Why did you select your major area of study?
15. What future training do you plan to further your career? (Some employers value this – some don't.)
16. What was your most significant contribution during your last job or internship? (Better think about this ahead of time.)
17. What do you do in your spare time? (You are an interesting person, right? Not a couch potato!)
18. What activities did you pursue in College? (Mention the athletics, clubs, jobs, volunteering + maintaining good grades all the while!)
19. Do you belong to any community organizations? (Good ways to acquire related skills.)
20. Are you willing to travel as part of your job? (Be flexible, but don't say yes if you absolutely won't.)
21. Would you be willing to relocate if your employer required it? (It might be necessary in your field.)
22. Do you speak any foreign languages? (This would make you valuable to most employers.)
23. Tell me about your computer skills. (You had better have some. If not, start learning now!)
24. Tell me about reports you have written and how they were received by your supervisor/ professor.
25. How did you choose this as a career? (Personal story okay here. “Don't know” won't do.)
26. Which of your previous jobs have you liked the best? ...the least? (Never disdain any previous job or person with whom you worked.)
27. How would you describe an ideal job? What are the most important aspects to you in that job?
28. If I were to contact your most recent supervisor or professor for a reference, what would he/she have to say about you?
29. What do you look for in an ideal supervisor?
30. What motivates you?
31. Do you work well under pressure? (Don't just state, “Yes, I work well under pressure.” Back it up with concrete examples and/or a brief story.)
32. How do you account for gaps in your work history? (You've been busy doing many things, yes?)
33. What are your salary expectations? (It is best to provide a range based on salary research that you have done; and go on to state that you are flexible)
34. What was the most difficult decision you have ever had to make (other than choosing a college)?
35. Describe a time when you made a “mistake.” What did you learn from that experience?
36. How would you value a company or a stock? (Yes, practice the technical questions, too!)
37. Why should I hire you? What makes you an ideal candidate? (an alternate way of asking the “tell me your strengths” question)
38. If a clock says 3:15, what is the angle between hour and minute hands? (a brainteaser / stress question)
39. Be prepared for a role-play scenario. (This will test your ability to think on your feet and react to common situations)
40. Do you have any questions for me? (Don't say no! Prepare questions prior to the interview)

Behavioral interviews



Behavioral interviews are based upon the notion that the best indicator of a candidate's future performance is his or her past behaviors. Employers try to elicit examples of your previous job performance, your techniques of decision-making—or perhaps, ways in which you resolved a conflict. They may ask about hypothetical situations. As interviewers are trained in the technique, behavioral questions are becoming more commonplace. Questions often begin with phrases like, “Tell me about a time when . . .”

Prepare wisely

KNOW the prospective employer. Use one of the many library databases. Call the employer and request brochures, newsletters and annual reports. Review the web site, where you can usually find the company's “mission statement.”

KNOW the potential job. Request a copy of the job description before an interview. Ask for the job descriptions of your prospective supervisor and subordinates.

KNOW yourself. Figure out what you really like and want to do. Determine your strengths and weaknesses. Clarify what motivates you to succeed—and practice articulating that. Decide which values you are unwilling to compromise on. Analyze the accomplishments highlighted in your cover letter and resume.

PRACTICE likely questions. Think of behavioral situations that would be important in the position. Possible scenarios could be: dealing with difficult people, prioritizing tasks, handling emergencies, etc. Think of your real experiences (even if not job-related) and give examples of your behaviors and their consequences.

Avoid common mistakes

DON'T give just facts. Not all questions can be answered immediately. Take a few seconds to gather your thoughts. *Give relevant answers using the STAR method described below.*

DON'T dodge tough questions. Even negative questions (example: see questions #1 or 2 below) need to be answered. Be candid, brief and to the point, and provide some details to back up your claims.



Commonly-asked behavioral interview questions:

1. Describe a time when you took on too much and were “*in over your head*.” How did you respond?
2. Give an example of a time when you made a work-related error. Explain how you resolved it.
3. Tell me about a situation when you didn't follow ‘standard procedure’ in order to complete a task.
4. Describe a specific problem you solved for your employer or professor. How did you approach the problem? What was the outcome?
5. Tell me about a situation in which you demonstrated leadership.
6. Describe a time when you had to juggle a number of work tasks. How did you prioritize?
7. Give me an example of how you build and maintain successful business relationships.
8. Describe an experience with a difficult client.

*The best way to approach any of these questions is to try **the STAR method**: briefly describe the **Situation**, your **Task**, your **Actions**, and the **Results**.*

Questions they CAN'T ask

If asked an illegal question, address the issue as **tactfully** as possible. **Try not to be defensive** in answering. You may wish to inquire if the question pertains to the job expectations.

1. When were you born? How old are you? (However, they may ask "are you over the age of 18?")
2. Where were you born? Where were your parents born?
3. What is your race? Color? (Photos cannot be required with the job application.)
4. What is your height? Your weight?
5. What is your native language, ancestry or national origin? (They **can** ask about language fluency.)
6. Are your parents/spouse citizens of the United States? When did you become a citizen?
(They **are** allowed to ask if you are authorized to work in this country.)
7. Where does your mother, father, spouse, (or any other relative) work or conduct business?
8. Have you ever been arrested? (They can ask if you have ever been convicted of a crime.)
9. What is your marital status?
10. Do you have children? Do you plan on having children? Do you need childcare?
11. Do you have a handicap? Are you disabled?
12. Have you collected disability/worker's compensation?
13. Are you collecting benefits for a military service-connected disability?
(They **can** ask if you are a U.S. veteran and about your military history.)
14. What religious holidays do you observe?
15. Are you gay/lesbian/bisexual? What is your sexual orientation?
16. Do you live with someone?



Questions YOU might ask the interviewer

Do not ask questions because you think they "sound good." You should really want to know! If necessary, ask for clarification before answering a question. **Do NOT initiate questions about salary or benefits. DO ask about the job responsibilities, the company, performance reviews.** Do NOT ask about things you should already know, such as information readily available on their web site.

1. Could you describe the typical career path for this position?
2. What would you consider the most important aspects of this job? . . .
3. What are the major responsibilities of this position?
4. What are the skills and attributes you value most for someone being hired for this position?
5. If hired, to whom will I report? How would I get feedback on my performance?
6. Where have successful employees previously in this position progressed to within the company?
7. Could you describe a typical day or week in this position? ...the typical client or customer?
8. What do you see as the key challenges facing a person in this position?
9. What are the current major goals of the organization?
10. What is your timeline in filling this vacancy?
11. Your company recently _____ (use your research here). How is this affecting the organization?



Telephone Interviews

To screen candidates in any economy, but especially when recruiting budgets are tight, many employers turn to telephone interviewing. For employers, phone interviews represent an effective and affordable way to identify and communicate with prospective hires.

It is estimated that telephone interviews take 1/3 the time of face-to-face interviews. Preparation for phone interviews is the same as for face-to-face interviews.

TIPS for telephone interviewing:

- Confirm the time, phone number and whether *you* or *the employer* will be calling.
- Eliminate any background noise (radio, TV, friends/family, barking dogs...)
- Have your resume, research, pad and pen *right in front of you* to refer to and take notes.
- Sit up straight and smile! The tone of your voice will be cheerier and more energetic.
- Do not smoke, chew gum or consume any beverages and/or food during the interview.
- Many phone interviews involve a conference call (more than one person does the interviewing). Due to technological issues, the employer cannot hear you if you are talking when they are talking and vice versa (the transmission of the call only picks up one side of the conversation). Allow the prospective employer to complete their thoughts before you begin speaking.
- Thank the interviewer for his/her time and ensure that you have the names of everyone that was involved in the interview. If not obtained during the interview, call the company to get proper spelling of names, job titles and full contact information.



Negotiating Job Offers



Salary research may be done at www.salary.com or www.payscale.com prior to interviewing.

You should NOT be the first to bring up the topic of salary. If asked for your salary expectation, avoid giving a specific number. **Give a range** appropriate to the field and your experience level. (Alternately, you could ask an interviewer for a range they've set for the position.)

If you are not sure whether you should accept an offer, express interest and appreciation anyway, find out the salary and other compensation, and ask for time to consider the offer and to develop any further questions you may have. Conduct further research regarding the standing of the organization, salary levels, etc.

If the salary offer is less than expected, you might ask for an early performance review (for example, three months) so that you may renegotiate your salary at that time. Before accepting, discuss your hesitations with an advisor, mentor or career counselor.

If you decide not to accept an offer, you should write a letter of appreciation for the offer, and say that the position is not the best fit for you at this time.

Do not accept an offer if you are not sure you want the position, if you are still looking elsewhere or if you are not serious about the position or company. Word of your irresponsible behavior can spread fast—it's a small world.

FOLLOWING UP

Thank You Letters

Although many people do not send out thank you letters after an interview, it is proper business etiquette to do so. Consider a thank you letter to be as important as your resume and cover letter. Apart from being a courteous gesture, this simple act *sets you apart* from the majority who did not send a thank you letter. Furthermore, a thank you letter provides you with an ideal opportunity to:

- Emphasize your enthusiasm for the position
- Showcase your writing skills
- Reinforce your strongest points (or something important you forgot to mention during the interview)
- Confirm your understanding of the topics discussed



The interviewer has probably seen many candidates for the position and a thank you letter will give him or her a chance to remember you. Your thank you letter should be faxed, emailed or mailed *within 48 hours*. A thank you letter should include the following information:

First Paragraph

Thank the interviewer for taking the time to meet with you. Mention the interview date and position title.

Second Paragraph

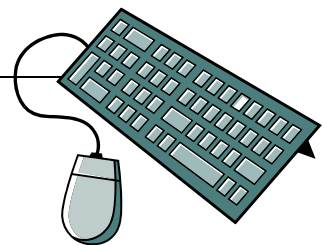
Reiterate your interest in the position. *Employers want to know that you want the job*. Mention something that you learned from the interview or comment on an important topic. Be sure to emphasize your strengths, experiences, skills, or anything that sets you apart and gear them towards the requirements of the position. Remember, this letter is more than just thanking the interviewer - it is another opportunity to *promote yourself*.

Third Paragraph

Once again, thank the interviewer for his/her time and consideration and make it clear that you will be available for future interviews. Provide your contact information once again (including e-mail address).

Remember:

- The thank you letter should be typed and follow standard business format
- **PROOFREAD** then **PROOFREAD AGAIN!**
- Be concise.
- It is best (if possible) to send a thank you letter to all of the interviewers.
- During the interview, make sure that you get the proper spelling of the interviewer's name and job title. When sending letters to multiple interviewers, it is advisable to vary each one slightly.
- Send within 48 hours.
- Personalize every thank you letter based on your interview. Refer to something that was said at the interview: something that you learned about the company or position, for example. It is so easy for employers to spot a generic thank you letter.



Sample thank you letter

This letter is a guide to assist you with the traditional format of a thank you letter. Please **DO NOT** copy this word-for-word—or every Adelphi student will be sending out the same generic thank you letter. As with cover letters, all thank you letters should be personalized *based on your unique experiences during the job interview.*)

Ivanna Job
1 South Avenue
Garden City, NY 11530
516-877-3130
IvannaJob@hotmail.com

Today's Date

Dr. John Doe
Director of Human Resources
XYZ Group
12345 Park Avenue
New York, NY 10001

Dear Dr. Doe:

Do not put the first name in the salutation.

Employers want to know that you really want the job.

Your letter really should be very specific ~ based on your unique experiences during the interview. It is very easy to spot a generic thank you letter.

Thank you for taking the time to interview me for the _____ position. I enjoyed meeting with you and learning more about _____ and its career opportunities.

The position seems both challenging and exciting and I believe that my _____ skills and _____ experience could make a positive contribution to _____. Judging by our discussion, I believe that my qualifications are an excellent fit, particularly my (specific education, experience, skills, etc.)

Thank you once again for your time and consideration and I look forward to another opportunity to discuss my future with YXZ Group.

Sincerely,

Your Signature

Ivanna Job

This is your chance to mention something you forgot during the interview. But do not say, "I forgot".

REVIEW YOUR PERFORMANCE



Fill out the following checklist after you return from your interview. This is a good tool to evaluate yourself and help you improve for future interviews.

Name of Organization: _____

Interviewer's Name(s) _____

Address(es) _____

Phone number(s) & Email(s) _____

Interview



Checklist

	YES	NO	Comments
Did I research the organization and prepare answers to probable questions?			
Did I dress appropriately?			
Did I arrive on time?			
Did I introduce myself to the employer and shake his/her hand?			
Did I maintain good eye contact?			
Did I state my interest in the position?			
Did I portray a positive image of myself?			
Did I speak well and not ramble on?			
Did I articulate my relevant skills and experience?			
Did I create an opportunity to discuss my accomplishments?			
Was I relaxed and not fidgety?			
Did the employer seem to like me?			
Did I say everything that I wanted to say?			
Did I send a follow-up letter?			

Other questions to ask yourself after the inter-

- If I could take anything back that I said or did during the interview, what would it be?
- What stages of the interview were the easiest and most challenging for me and why? What did I do or say that I liked during the interview?
- On a scale of 1 to 10, how would I rate myself?
- What part of the interview should I mention in the thank-you letter?
- What questions did I answer well? What further research should I do?
- If I were the interviewer, would I hire me? Why/why not?

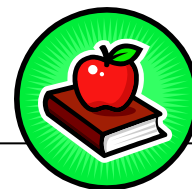
NOTE: If you have interviews as part of the Adelphi Career Center On-Campus Interview Program, be sure to follow up with a career counselor to review your performance evaluations completed by the interviewers.

FEEDBACK FROM OUR RECRUITERS

On the next few pages are comments made by recruiters about the candidates that they have interviewed in recent years as part of the Adelphi University Career Center's various on-campus recruitment programs. These remarks should give you insight into the factors by which you may be evaluated by interviewers.

EMPLOYER COMMENTS: EDUCATION RECRUITMENT

Strengths



Teaching Skills and Experience

- Ability to explain responses using examples of lesson plans
- Understands how to motivate students
- Understands teacher's role
- Understands effective lessons
- Understands how to keep students engaged
- Understands students' developmental needs
- Experience with a variety of students (multicultural orientation)
- Experience as a Teaching Assistant
- Clear academic/behavioral plan
- Excellent portfolio
- Incorporates technology
- Incorporates manipulatives
- Incorporates the arts
- Incorporates interdisciplinary approach
- Internship experience
- Coaching experience
- Tutoring experience
- Technical arts experience
- Made "real world" connections
- Strong work ethic

Academic Background

- High GPA
- Hold multiple certifications

Knowledge and Preparation

- Knowledge of NYS Learning Standards
- Knowledge of teaching methodology
- Knowledge of subject area
- Knowledge of additional languages
- Knowledge of proper terminology
- Researched district in advance
- Expanded on answers when asked to do so
- Willingness to work in a team

Enthusiasm and Grooming

- Passionate / enthusiastic about interest area
- Shares district's vision
- Smile and eye contact
- Willing to learn
- Well dressed / Well groomed
- Polished / Poised
- Expresses concern for students
- Expresses love of community

Overall Impression

- Honest
- Creative
- Warm / Caring personality
- Related to interviewer
- Confident and professional
- Took notes during interview

EMPLOYER COMMENTS: EDUCATION RECRUITMENT



Weaknesses

Teaching Skills and Experience

- Lack of teaching experience
- Lack of teaching philosophy
- Lack of certification
- Lack of experience with technology
- Lack of experience with challenging students
- Lack of knowledge of NYS Standards
- Lack of knowledge of IEP Program
- Lack of knowledge of ABA
- Lack of knowledge of authentic learning
- Lack of knowledge of assessment
- Lack of knowledge of instructional strategies and differentiated instruction
- Lack of familiarity with district
- Lack of concern for students
- Lack of passion for subject area
- Lack of parent involvement strategies
- Inability to discuss educational theories
- Poor classroom management skills

Preparation

- Did not anticipate questions
- Did not provide specific examples
- Did not ask questions
- Answers did not flow
- Answers too “surface”
- Answers seemed “canned”
- Unwilling to accept entry-level position
- Unwilling to work in high-needs district
- Indecisive / passive
- Too many answers ending in a question mark (statements not definitive)
- Answered questions with “nots”
- Did not put a positive spin on answers

Overall Interview Skills

- Nervous / Anxious
- Quiet / Too soft spoken
- Did not stick to topic / Too wordy
- Rigid / Inflexible attitude
- Overly assertive / Overpowering
- Monotonous / Unanimated
- Vague / Did not elaborate on answers
- Judgmental
- Poor grammar
- Rapid speech
- Poor eye contact
- Poor handshake
- Lack of confidence
- Did not listen attentively
- Long pauses in responses
- Responded too quickly
- Too focused on self
- Too much extraneous information
- Too laid back

Enthusiasm and Grooming

- Lack of enthusiasm / energy / focus
- Wore jeans

EMPLOYER COMMENTS:

ARTS & SCIENCES and BUSINESS RECRUITMENT

Strengths



Skills and Experience

- Leadership background
- Entrepreneurial background
- Insurance background
- Understands concepts
- Understands the reality of business
- Understands financial industry
- Sales background
- Bi-lingual/language skills
- Experience working in-groups
- Research savvy
- Good business acumen
- Necessary licensure
- Multi-tasker; worked while in school

Preparation

- Asked appropriate questions
- Inquired about job parameters
- Prepared responses in advance
- Did advance research/quoted website
- Clear idea of goals
- Provided specific examples
- Provided writing sample
- No hesitation before giving responses
- Took notes during interview

Overall Interview Skills

- Good communication skills
- Professional and personable
- Motivated and intuitive
- Friendly and respectful
- Calm and confident
- Intelligent and mature
- Smile and pleasant demeanor
- To-the-point and well spoken
- Passionate and ambitious
- Good posture and eye contact
- Well dressed and organized
- Strong sense of self, evidenced by a firm handshake

Enthusiasm

- Showed enthusiasm for field

Weaknesses



Experience and Preparation

- Limited sales experience
- Limited or unrelated work experience
- Unclear about industry and position
- Weak qualifications
- Never heard of company
- Had not done research on company
- Did not visit web site in advance
- Company unable to provide H1-B Visa sponsorship for international student
- Need to have clearer picture of what they would like to do on the job

Enthusiasm

- Lack of enthusiasm for field
- Lack of interest in position offered
- Too reserved; showed no feeling

Overall Interview Skills

- Arrived late for interview
- Uncertain what to do with hands
- Unfocused and long winded
- Soft spoken and extremely shy
- Did not respond directly to questions
- Very rapid speech pattern
- Inappropriate language such as “like, you know”, “um”, “uh”, “don’t know” “uh huh”
- Poor eye contact; nervous
- Unprofessional body language
- Overwhelming cologne
- Overly confident
- Discussed medical issues and children

EMPLOYER COMMENTS: SOCIAL WORK RECRUITMENT



Strengths



Skills and Experience

- Relevant prior experience
- Related field experience
- Well-rounded background
- Good verbal communication skills
- Answered treatment/clinical questions
- Previous long term employment which demonstrates commitment
- Dedicated to field/good work ethic
- Strong writing ability
- Positive approach toward population with mental illness
- Experience with Applied Behavioral Analysis
- Bilingual

Preparation

- Researched agency in advance
- Explained current work in detail
- Put current and prior experience into correlated examples
- Asked appropriate questions
- Understood questions
- Articulated future goals
- Answered situational questions

Overall Interview Skills

- Polite
- Poised
- Professional
- Positive attitude
- Engaging
- Eager
- Energetic
- Enthusiastic
- Confident
- Mature
- Focused
- Honest
- Bright
- Outgoing
- Neat
- Maintained eye contact
- Good body language
- Willing to work with different populations
- Willing to accept advice
- Open to change
- Welcomes supervision

Weaknesses



Experience and Preparation

- No prior relevant experience
- Lack of experience with mentally ill population (Axis I diagnosis)
- Lack of clinical responses
- Did not ask relevant questions
- Did not provide specific examples
- Did not research agency in advance
- Insufficient knowledge of agency
- Unrealistic salary expectations
- Offered too much personal information
- Inability to provide relevant responses

Overall Interview Skills

- Quiet / Reserved
- Withdrawn / Uncomfortable
- Soft spoken / Low energy
- Nervous / Fidgety
- Unassertive / Disinterested
- Rigid
- Poor vocabulary
- Poor eye contact
- Poor time management skills
- Vague responses
- Ambivalent regarding goals / future
- Unprofessional attire
- Overly sensitive
- Answers too tangential and did not flow
- Lack of interest

WHY PEOPLE DON'T GET HIRED



1. Arriving late for the interview. *(The excuse does not matter.)*
2. Poor personal appearance: *(inappropriate dress, posture, eye contact, facial expressions, etc.)*
3. Poor personal hygiene: *(clothes stained, shoes not shined, personal odor, too much perfume, tobacco odor)*
4. Poor communication skills: *(vague responses; using slang; saying “like” /“you know;” mumbling)*
5. Lack of basic knowledge of field or organization: *(such as NYS Learning Standards or current issues such as the economy)*
6. Poorly formulated career goals: *(not clear why interviewing for THIS job)*
7. Lack of knowledge, skills or experience needed for the job
8. Lack of confidence. *(You must have a sense of what makes you special and what you can contribute—even if you do not have experience in the field.)*
9. Appearing overly aggressive, cocky, defensive or angry during the interview
10. Poor listening skills *(such as answering a question other than the one asked)*
11. Failing to demonstrate enthusiasm and interest in the position *(e.g., not saying why you want the job)*
12. Negative attitude: *(complaining about past employers or jobs—blaming others)*
13. Asking few questions about the position *(or asking for information already covered)*
14. Only interested in the job for the money: *(not the job itself and/or the industry)*
15. Being too “Me-oriented”: *(only talking about what the company and/or job can do for you, not what you can contribute to the company)*
16. Using the organization as a mere stepping stone: *(planning to leave to start a family or start a business)*
17. Lack of tact, courtesy and/or maturity
18. Making excuses, lying or exaggerating: *(careful background checks are increasingly common)*
19. Expecting too much too soon: *(unwilling to start at the bottom; unwilling to travel)*
20. Asking about salary, benefits, vacations, etc.: *(if the employer brings it up, you may ask tactfully)*