

Before the Job Interview

Know Yourself

What Do You Have To Offer? Skills, Accomplishment, & Goals

Self-Assessment

An important part of knowing yourself is having an accurate assessment of your personal qualities and skills. Identifying these before your interview is important, you will want to use some of these traits to “sell” yourself in the interview.

Using the scale below, rate your perception of your competence in each personal quality and skill.

4	3	2	1	0
Excellent	Good Average	Weak	Poor	

Personal Qualities

____ Enthusiastic/Energetic	____ Resourceful
____ Goal Oriented	____ Competitive
____ Responsible/Reliable	____ Demonstrated Initiative
____ Effective Team Member	____ Proven Work Ethic
____ Persevering	____ Quality Oriented

Skills

____ Analyze	____ Create/Develop
____ Teach/Train	____ Motivate
____ Implement	____ Administer/Manage
____ Communicate Effectively	____ Sell/Promote

NOTE: Think of examples for each rating of 3 or 4. You can use these examples during your interview.

What is your total score? Below is a guide to help you evaluate how you scored.

There are a total of 72 possible points.

SCORE EVALUATION

58-72 This score indicates that you have acquired most of the traits that employers desire. If you have good evidence of these abilities you have the potential to do very well in job interviews.

45-57 You are a strong candidate. You have many of the necessary skills to succeed in job interviews. You need to build on these strengths and work on the weaker categories.

32-44 There are two ways to look at this score. Either you are average at many things or you are good at some and weak at others. If you are average at many things, you need to identify ways to improve in some of these areas. If you are good at some and weak at others you need to build on the good points and work on some of the weaker ones.

21-31 There is definite need for improvement here. These are traits that most employers value and you have ranked yourself weak on many of them. You may want to discuss your self-assessment with one of the Placement Services staff.

20 or lower You should make an appointment with the Placement Counselor.

Research The Company-Learn as much as you can beforehand!

Listed below are some facts you need to know about the company:

Size of the company, key competitors public or private company, sales and profit trends, types of customers, products and services, possible future ventures, location of corporate headquarters, number of employees, division reporting structures

Where to find the information:

- Company websites, Chambers of Commerce, library, business and trade magazines, local newspapers (checkout the Finance & Business sections)

Prepare Your Questions

Asking questions is a very important part of the interview process. Before the interview compile a list of questions you plan to ask the employer that will demonstrate you have researched their organization and industry.

Sample Questions Demonstrating Your Research Efforts

- 1. I read in your literature that your training program is comprised of three six-month rotations. Does the employee have any input into where he will go at the end of each rotation? How do you evaluate the employee's performance during the training period?*
- 2. I recently read in Business Week that a major competitor of yours is increasing its market share in your main market. What plan does your firm have to regain its lost market share?*
- 3. In the brochure "Diversity and Inclusion at XYZ Company," it mentions XYZ Company's plans to include progressive employee development programs. Could you tell me more about this initiative and the goals of the program?*
- 4. On XYZ Company's website I reviewed the career information provided about the logistics opportunities. I understand that XYZ Company offers ways to advance, one of which includes specializing in a particular area. What kind of input does the employee have in selecting the area of specialization and how long does it typically take to advance once you gain experience in that area?*
- 5. After reading your brochure about the Global Sourcing Internship Program at XYZ Company, I was excited about the possibility to develop and implement my own project. What are the chances that this would be a part of my experience and what kinds of projects have interns completed in the past?*

Practice, Practice, Practice

When preparing for an interview take some time to practice your interviewing skills and gain some feedback and coaching about your performance from a professional. One of the best ways to practice and prepare is to sign-up for a Mock Interview at The Career Services and Counseling Center.

What is a Mock Interview?

- A Mock Interview is a 20-minute practice interview session with someone from the CCC staff. The interview is designed to replicate the type of interview that you might experience with an employer.
- After the Mock Interview, the staff member will provide you with feedback on things that you did well and areas that need improvement. You should anticipate the whole process will take about 45-minutes.
- To make an appointment for a Mock Interview contact the CCC at 697-4421. Your interview must be made at least 24 hours in advance.
- On the day of your Mock Interview please arrive on time and don't be a no show! If you wish to wear formal interview attire you may do so, but it is not required. Don't forget to bring a copy of your resume.

You may also practice your interview skills with friends, family members or by yourself in front of a mirror. Whatever you do, remember that with every skill you have ever learned, you had to first learn the technique and then practice. Interviewing well is a skill that takes practice!