

***Your Job Interview!***

# Objective: Prepare for your Interview

Your interview starts before you walk into an employer's door..



# Understand Yourself

**Take an inventory of your attributes**

1. Education
2. Experience, both paid and unpaid
3. Accomplishments and achievements
4. Skills and competencies
5. Community service
6. Clubs and organizations
7. Extra-Curricular activities
8. Work ethics
9. Values



# Create Your Personal Profile

- ◆ Create a professional resume.
- ◆ Create a portfolio.
- ◆ Look for ways to put a positive spin on your career history.
- ◆ Create a powerful, competent and experienced image by using action words to describe yourself and your accomplishments.

# Create Your Personal Profile

- ◆ Give yourself all the credit you deserve.
- ◆ Be totally honest, but don't shortchange yourself by underestimating or minimizing your accomplishments.
- ◆ Have a professional critique of your resume.

# Know the Position

Make sure you and the position are a match.

- ◆ Duties of the position
- ◆ Compensation range
- ◆ Location
- ◆ Work schedules
- ◆ Benefits



# Know the Organization

- ◆ Mission/Vision/Services
- ◆ Private or public
- ◆ Key management team: CEO,COO,CFO,CNO



# Know the Organization

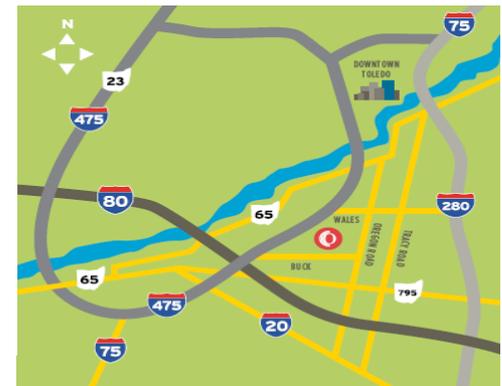
## Where to find organization's information:

- ◆ Organization's website
- ◆ Search engines like Google
- ◆ Networking
- ◆ Library and newspaper



# General Tips

- ◆ Map your route to the interview site so you're not late.
- ◆ Appropriate business attire is a must.
- ◆ Refer to your achievements often before your interview date, so they're fresh in your mind.
- ◆ Know your answers to probable questions before you walk in the door.
- ◆ Turn off your cell phone!!



# General Tips

- ◆ Practice, practice, practice your answers and your delivery. Ask others to critique you.
- ◆ If you have access to a video recorder, tape a mock interview so you can see your nonverbal communication.
- ◆ The image you project and how you present yourself will be either a deal-maker or deal-breaker.
- ◆ Think about questions you need to ask. Write them down to jog your memory.

◆ Video:

<https://www.youtube.com/watch?v=S1ucmfPOBV8>

# Mock Interview: Need

- Volunteer to interview
- A written recorder
- A video recorder
- A time keeper



# Sample Interview Questions

- ◆ Tell me about yourself. (Don't ramble. Stay focused on those things about yourself that make you best qualified for the job.)
- ◆ What are your strengths? (Make sure you know what they are before you get to the interview. Make a list.)
- ◆ What are your weaknesses? (Careful of this one. What you say can and will be held against you.)

# Sample Interview Questions

- ◆ "What made you choose nursing as a career?"
- ◆ *What the interviewer is trying to learn is not only the personal reasons you may have for becoming a nurse but also what characteristics and skills you have that make you good at what you do. When preparing an answer, try to include the reasons the work interests you as well as what strengths you possess that make you an excellent nurse, and the best candidate for the job.*

# Sample Interview Questions

- ◆ Describe a conflict or disagreement you have had at work and explain how you handled it.
- ◆ How do you react to criticism? (This is not the time for ego)
- ◆ Give an example of a risk you took at work or school and how it turned out. What did you learn from the outcome?

# Sample Interview Questions

- ◆ **"What do you find will be or is difficult about being a nurse?"**
- ◆ *Remember to express your response in a positive manner, using the difficulties to highlight positive attributes in your resume and personality.*

# Sample Interview Questions

- ◆ What accomplishment in your life are you most proud?
- ◆ Would you hire you for this job? Why?
- ◆ Why should we hire you over other candidates for this position? (Of course, you won't know their credentials, so focus on your own.)

# Sample Interview Questions

- ◆ What motivates you?
- ◆ How do you motivate others to achieve their personal best? (Keep in mind that motivation is internal. You can only “motivate” yourself.)

# Behavioral Based Interviewing

## Behavioral

**SKILL:** Coping

**QUESTION:** Describe a high-pressure situation you had to handle at work or school. What happened, who was involved and what did you do in terms of resolution?

**SKILL:** Tolerance of Ambiguity

**QUESTION:** Give an example of a time when you had to deal with frequent and unexpected changes. What does this say about your ability to work in an ambiguous or unstructured circumstance?

# Behavioral Based Interviewing

## Behavioral

**SKILL:** Versatility

**QUESTION:** In work situations, as in life, we sometimes have to compromise to make things happen. Tell me about a time when you felt it necessary to compromise your own immediate interests in order to be flexible and tolerant of another's needs.

# Behavioral Based Interviewing

## Leadership

**SKILL:** Energizing

**QUESTION:** Give an example of a time when your positive attitude caused others to be motivated or energized into action. Be specific.

**SKILL:** Team Building

**QUESTION:** Building a team spirit to get results is often difficult. Tell me about a time when you had your greatest success in building a team spirit. What specific results did the team accomplish?

# Behavioral Based Interviewing

## Leadership

**SKILL:** Influence

**QUESTION:** (1) Give an example when you first used fact and reason to persuade others to take action. Be specific. (2) Give an example of a time when your communication skills were powerful enough to enable you to influence the way others thought or acted, even in a very difficult situation.

# Behavioral Based Interviewing

## Problem Solving

**SKILL:** Analytical

**QUESTION:** Give an example where you actively designed several solutions to a single problem.

**SKILL:** Creativity

**QUESTION:** Give an example of a situation where you were inventive and explored new ways of thinking. What was the outcome?

# Behavioral Based Interviewing

## Problem Solving

**SKILL:** Decision Making/Decisiveness

**QUESTION:** (1) Give an example of how you reached a practical business decision by an organized review of the facts and weighing of options. (2) Give an example of a situation when you had to stand up for a decision you made even though it made you unpopular.

# Behavioral Based Interviewing

## Personal Work Habits

**SKILL:** Commitment to Tasks

**QUESTION:** (1) Describe a time in which you were able to be very persistent in order to reach goals. (2) Give an example of any specific time in which you found it necessary to give long hours to the job.

**SKILL:** Goal Setting

**QUESTION:** What has been your experience in defining long and short-range goals? Tell me what specific goal was set, how was it set, and how successful you were in its achievement?

# Behavioral Based Interviewing

## Personal Work Habits

**SKILL:** Organization and Planning

**QUESTION:** Many positions have well-established, standard methods to help you do the job. Give an example of a time when you found a systematic method for solving work problems to be a good routine to follow. How did your planning help you deal with the unexpected?

# Behavioral Based Interviewing

## Communication

**SKILL:** Interaction

**QUESTION:** Being skillful in dealing with others on the job is an important factor in being productive. Describe a time when you were successful in dealing with another person because you built a trusting and harmonious relationship.

# Behavioral Based Interviewing

## Communication

**SKILL:** Spoken Communication

**QUESTION:** Careful listening and effective communication go hand in hand. Tell about a specific time when your ability to listen helped you communicate better. Tell about a specific experience of yours that illustrates your ability to influence others verbally.

**SKILL:** Written Communication

**QUESTION:** In some jobs, it is necessary to document work thoroughly. Give an example of a project you completed that required detailed written documentation.

# Summary

- ◆ You know yourself and what you have to offer.
- ◆ You know you and the position are a match.
- ◆ You know the organization's history and the benefits you would bring to it.
- ◆ You have prepared a professional resume.
- ◆ You've practiced, practiced, practiced your delivery.
- ◆ You've selected appropriate attire.

# Summary

- ◆ You know answers to probable questions, including behavioral-based questions.
- ◆ You've practiced your smile, eye contact, and firm handshake.
- ◆ You've made it to the interview site on time.
- ◆ This organization couldn't live without you.



You're  
***HIRED!!***