

# Dynamic Interview Guide



- Step by Step Instructions
- Easy to Follow Interview Tips
- Sample Thank you Letter

## 13 STEPS TO A DYNAMIC INTERVIEW

1. **Know Yourself.** What basic attitudes or values do you have toward the world, yourself and others?
2. **Examine your work Values.** These are the things that matter to you on the job, e.g., creativity, competition, contributing to society, acquiring security.
3. **Goals.** Identify your immediate and long-range goals.
4. **Assess** your own strengths and weaknesses.
5. **Match your skills to the job requirement.** Obtain a copy of the job description and review it prior to the job interview. This will assist you in identifying which skills the employer feels are important to do the job well. Employers look for candidates who provide the best mix between *work-content* and *functional skills*. **Work-content skills** enable you to perform a specific type of job such as preparing a financial statement, programming a computer or fixing cars. **Functional** or **transferable skills** are skills that cross careers, jobs and industries.
6. **Review your work history including part-time and volunteer work.** What are your relevant work experiences that qualify you for the targeted job?
7. **KNOW THE EMPLOYER.** Research the organizations' philosophy, history, standing in the industry, number of employees, products or services, locations, and future growth.
8. Prepare for the interview by reviewing possible interview questions.
9. Develop questions and know when it is appropriate for you to ask the interviewer.
10. Give examples of previous employment projects you were involved in, which clearly identify your work skills and experience.
11. Dress appropriately for the targeted job. Plan your appearance as carefully as you plan what to say. (Don't wear heavy makeup, trendy clothing, strong perfume or shaving lotion).
12. Be aware of body language. Develop good eye contact, posture and be alert to nonverbal cues.
13. Follow-up by writing a thank-you note to the interviewer.

## INTERVIEW TIPS FROM EMPLOYERS

- Opening remarks should communicate confidence, enthusiasm and sincerity. Smile and give a firm handshake.
- Prepare to describe accurately your skills and work experience.
- Be interactive and receptive. Applicants should avoid one or two word answers.
- Don't use slang and don't ramble. The interview response should be clear and loud enough to be heard by the interviewer.
- Be on time. Look your best and dress properly.
- Show your enthusiasm! Applicants should seem interested in themselves and the job they are applying for.
- Get experience in job interviewing. The more interviewing practice you have, the better you will perform on the interview.
- Be a good listener. Try not to think of your response while the interviewer is still Talking, this will distract you.
- Don't criticize or put down previous employers or co-workers. This action will give the interviewer a negative impression of you.
- Thank the interviewer for his/her time and interest.
- Applicants should not be discouraged by rejection or by the feeling of how little control they have over the interview process. Be persistent.

## QUESTIONS EMPLOYERS MAY ASK YOU

- Tell me about yourself.
- What qualifications do you have that make you think that you will be successful in your career?
- What do you consider to be your greatest strengths and weaknesses?
- What motivates you to put forth your greatest effort?
- What two or three things are most important to you in your job?
- Why should I hire you?
- How do you determine or evaluate success?
- Describe the relationship that should exist between a supervisor and those reporting to him or her.
- What are your long-range and short-range career goals and objectives?
- What do you see yourself doing five years from now?
- In what kind of work environment are you most comfortable?
- How do you work under pressure? Give examples.
- What major concern have you encountered and how well did you deal with it?
- What have you enjoyed most about your past jobs? What have you least enjoyed?
- How would you deal with a conflict between yourself and someone in the office with whom you work closely?
- Why did you decide to seek a position with this company?
- What do you know about our company?
- Do you have plans for continued studies? An advanced degree?
- Why did you choose the career for which you are preparing?
- How has your college experience prepared you for a career?
- What two or three accomplishments have given you the most satisfaction? Why?
- Are you willing to travel?
- Are you willing to spend at least six months as a trainee?

## QUESTIONS YOU MAY ASK EMPLOYERS

- Tell me about your initial and future training programs?
- What kind of career opportunities are currently available for my degree and skills?
- Describe the work environment.
- What are the opportunities for professional growth?
- Identify typical career paths based on past records.
- How is an employee evaluated and promoted?
- What is the retention rate of people in the position for which I am interviewing?
- Describe the typical first year assignments.
- What are the challenging facets of the job?
- What are the company's plans for future growth?
- What industry trends will occur in this company?
- What are the company's strengths and weaknesses?
- How would you describe your corporation's personality and management style?
- Is it company policy to promote from within? Tell me the work history of your top management.
- What kinds of career opportunities are currently available for my degree and skills?
- What are the expectations for new hires?
- Why do you enjoy working for the firm?
- What qualities are you looking for in your new hire?
- What characteristics does a successful person have in your company?

## **PRINT AND INTERNET RESOURCES**

- Employer Directories such as *Bay Area Employer Directory*.
- Occupational Bulletins such as *Occupational Outlook Handbook* and *The Dictionary of Occupational Titles (D.O.T.)*
- Newspaper and magazine articles such as *Wall Street Journal*, *San Francisco Chronicle* and *Job Choices Magazine* series on occupational opportunities.
- *World Class Business*: a guide to the 100 most powerful global corporations.
- Fourteen Internet Stations which assist with your job search on current openings, company information, annual reports, and future job trends.
- *Encyclopedia of Careers and Vocational Guidance*.
- *Vocational Biographies Series on numerous Careers*.
- *EUREKA* – Computerized Career Information System.
- *VAULT / INROADS* – Guide to Diversity Internships, Co-Op and Entry-Level Programs.
- Career Center website: [www.smccd.net/accounts/skycareer/](http://www.smccd.net/accounts/skycareer/)
- Skyline Jobs website: [www.skylinejobs.com](http://www.skylinejobs.com)

For further research on *Business Directories* check out the *San Mateo Public Library*, this has an extensive collection of business publications.

## **ON CAMPUS RESOURCE LIBRARIES**

- Career Center Library, Bldg.2, Room 2227
- Skyline College Library, Bldg.5, Room 5200

## **CONTACT RESOURCES**

- Career Counseling (appointments can be made by calling the Career Center at 650-738-4337).
- Professional Trade Associations
- Faculty Members
- Informational Interviewing
- Family and friends
- Reference Librarians

Anthony Lee  
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SAMPLE  
THANK YOU LETTER

June 1, 2008

Ms. Jane Belvedere  
Human Resources Manager  
Adobe Systems  
120 Market Street  
San Francisco, CA 94132

Dear Ms. Belvedere:

Thank you for allowing me the opportunity to interview with you on Monday, June 1<sup>st</sup> for the position of Administrative Assistant.

I especially enjoyed learning more about Adobe Systems and visiting your center of operations. I believe my Associate Degree in Administrative Assistance from Skyline College, as well as my work experience in Administrative Services, presents me as an ideal candidate for the Administrative Assistant position with your company.

I am excited about the possibility of becoming a member of your team and look forward to hearing from you.

If I may answer any additional questions, please feel free to contact me anytime at (650) 555-1234.

Sincerely,

Anthony Lee



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