



**COLLEGE OF BUSINESS**

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# **Interviewing**

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# UNDERSTAND:

- **Types of interviews**
- **Each phase of the interview process**
- **Example questions**
- **How to market yourself**
- **Conduct salary negotiations**
- **Writing letters**
- **Resources**

# *TYPES OF INTERVIEWS*

- **Phone interview:** Used as second screening to help save on time; prepare for these
- **Traditional interview :** used to see if you have the skills and abilities to perform the job; possess the enthusiasm and work ethic that the employer expects; and will be a team player and fit into the organization
- **Behavioral interview | Situational:** basis interview on the theory that past performance is the best indicator of future behavior, and uses questions that probe specific past behaviors (STAR – Situation, Action, and Results)
- **Stress interview and off-the-wall questions**
- **Case interview:** You are normally asked to analyze a situation, identify key business issues, and discuss how you would address the problems involved."
- **Panel interview:** usually used to involve a variety of people in the [department](#)

- **Situation or Task**
  - Describe the situation that you were in or the task that you needed to accomplish. You must describe a specific event or situation, not a generalized description of what you have done in the past
- **Action**
  - Action you took Describe the action you took and be sure to keep the focus on you. Even if you are discussing a group project or effort, describe what you did
- **Results**
  - Results you achieved What happened? How did the event end? What did you accomplish? What did you learn?

# *SHOWCASE*

- **Positive attitude toward work**
- **Proficiency in field of study**
- **Communication skills (written & oral)**
- **Interpersonal skills and Confidence**
- **Critical thinking and Problem-solving skills**
- **Flexibility, Self-motivation, Leadership and Teamwork**
- **Transferrable Skills**
- **Portfolio of Strengths**

## ***DRESS ATTIRE***

- **How you're dressed sets tone of the interview**
- **Dressing conservatively is safest route**
- **Investigate prospective employer so you wear to the interview so you fit with the organization.**
- **Call HR office where interviewing and ask**
- **Have at least two professional sets of attire**
- **Note – Have clean/polished conservative dress shoes; well-groomed hairstyle; cleaned and trimmed fingernails; minimal cologne/perfume**

# BEFORE INTERVIEW

- Research employer, interviewer, and industry
- Identify characteristics to showcase
- What's in an Interview Question
- Rehearsing and Practicing
- Plan Your Interview Attire
- Logistics: How to ensure you can find the site and get there on time
- 24-hour countdown to interview

# DURING INTERVIEW

- **Arriving at the interview**
- **First impressions and establishing rapport**
- **Confidence and enthusiasm**
- **Handling tricky situations**
- **Show interest by asking ?'s**
- **Closing the deal: Getting to the next step in the process**

# AFTER INTERVIEW

- **Thank-You and follow-up Communications**
- **Second, third, and subsequent Interviews**
- **Offer or rejection letter**

# *SAMPLE INTERVIEW ?'S*

- [http://www.quintcareers.com/interview\\_question\\_database/](http://www.quintcareers.com/interview_question_database/)
- <http://www.career.colostate.edu/find-a-job-or-internship/interviewing.aspx>



# SALARY NEGOTIATION

- **Do not settle and negotiate**
- **Do not reveal what you would accept**
- **Focus on value, not greed/wants**
- **Conduct good research and prepare for negotiations**
- **Do not make salary pitch too early**
- **Do not accept/decline job offer too quickly**
- **Do not counter with too many**

# SALARY INFORMATION

- [www.salary.com](http://www.salary.com) – similar job titles
- [www.salaryexpert.com](http://www.salaryexpert.com)
- [www.salarynegotiations.com](http://www.salarynegotiations.com) - quiz
- [www.payscale.com](http://www.payscale.com) – similar skills
- CSU Morgan COB Librarian

# *EXAMPLE LETTERS*

- <http://www.career.colostate.edu/optimal-products.aspx>
- <http://www.career.colostate.edu/find-a-job-or-internship/thank-you-letters.aspx>
- [www.biz.colostate.edu/careers](http://www.biz.colostate.edu/careers) (under **construction**)
- [http://www.quintcareers.com/sample\\_thank-you\\_letters.html](http://www.quintcareers.com/sample_thank-you_letters.html)



# ACCEPTANCE LETTER

7 Shawnee Road  
Short Hills, NJ 07078  
Mrs. Walter Mellish  
Greenley Corp., Inc.  
1010 Madison Avenue, New York, NY

Dear Mrs. Mellish:

It was certainly wonderful news when you called this afternoon to offer me the position as assistant buyer for Greenley Corp. Please consider this letter my formal acceptance.

I am pleased to accept your offer at a salary of \$29,000 annually. As we agreed, my starting date will be July 28 to enable me to finish a summer and computer class that will enhance my skills for Greenley Corp. I also understand that I will receive full company pay and benefits during the 12-week training Program and that I am considered probationary during that time.

Thank you again, Mrs. Mellish, for offering me this wonderful opportunity, and do let me know if I can do anything in advance of my start date to facilitate the paperwork, or if there are any areas you'd like me to be reading up on. What a delight it will be to work with you and the Greenley team!

Sincerely,

# REMINDERS

- **Know Thyself**
- **Research Prospective Employers**
- **Review your Resume – put next to phone**
- **Know your schedule**
- **Prepare a List of Questions for the Employer**
- **Make a Good First Impression**
- **Determine the Next Step**
- **Follow Up**

# *RESOURCES*

- **Optimal Resume – Mock Interview and letter writing ([www.career.colostate.edu](http://www.career.colostate.edu))**
- **COB Career Website – sample letters & questions**
- **COB Career Liaison – Mock Interviews**
- **Career Center Website – sample letters and questions**

# CAREER INFORMATION

- [www.career.colostate.edu](http://www.career.colostate.edu)
- <http://www.biz.colostate.edu/career/>  
(currently under construction)
- **Contact Melissa Luna, Career Center Liaison  
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970-491-0706 or email  
[melissa.luna@colostate.edu](mailto:melissa.luna@colostate.edu)**

