

The INs and OUTs of an Interview



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FEBRUARY 1, 2014

Preparing for an Interview



- Telephone Interview
- Face to Face Interview
- Interview Fails
- Appropriate Questions to Ask
- The Two-Minute Drill
- Sample Interview Questions

Telephone Interview Preparations

- Typically no longer than 30 minutes
- Have your resume in front of you
- Keep all of your employer research materials in front of you
- Have a notepad handy
- Make sure background noise is quite
- Be sure to have good cell reception or use a landline

More to Have Handy

- Consider keeping some note cards or an outline in front of you in order to remember your key points
- Keep a glass of water handy incase you need to wet your mouth
- Get a list of the names and titles of those who will be on the call

Keep in Mind



- Your resume contact information should be updated
- Your voicemail prompt should be appropriate
- SMILE for a positive image and a good tone of voice

Remember...



- Speak slowly and enunciate
- Use your interviewer's title - Mr. or Ms. Smith

DON'Ts



- Don't interrupt the interviewer
- Don't panic if you get a question that you want to think about, instead, state that you want a moment to think

Dos



- TAKE YOUR TIME
- Give short answers
- Treat the interview seriously
- SHOWER - groom and dress up
- Stand up or sit up straight at a desk
- Ask questions that show your interest in the school

The Conclusion of a Phone Interview



- Remember, your goal is to set-up a face-to-face interview so ask if it would be possible to meet in person
- THANK the interviewer(s)
- Ask about the next steps in the recruitment process
- Follow-up with a thank you note or email

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Preparing for the Face-to Face Interview



- Review and know your resume
- Assess your skills and prepare concrete examples
- Develop a list of points that highlight your skills and accomplishments
- Sell your BRAND
- RESEARCH the employer's website
- PRACTICE interviewing

What is the Interviewer Seeking?



- Good communication skills
- Ability to interact and work with others; teamwork
- Ability to handle stress and solve problems
- Ability to be independent with day to day tasks
- Ability to be promoted in the future

The Day of the Interview



- Look presentable!
- Bring ample copies of your resume
- Arrive 10-15 minutes early
- Review your notes
- Bring a portfolio-if you need to take notes

Interview Agenda



- 9:00am Director of Athletics
- 10:00am Assistant Athletic Director, Senior Woman Administrator
- 11:00am Head Athletics Trainer (Campus and Athletic Facility tour)
- 12:00pm Lunch with current players
- 1:00pm Assistant Athletic Director
- 1:45pm Director of Athletics

DON'Ts



- Never criticize a former employer, teacher, friend, colleague or school
- Don't interrupt the interviewers
- Don't be defensive or apologize for shortcomings
- If the interviewer asks what salary you are looking for, ask the range is first

Dos



- Greet the employer with a firm handshake
- Always address with Mr., Ms., or Dr.
- Be yourself and display energy and a positive attitude
- Be aware of non-verbal communication
- Maintain eye contact

Dos



- Answer questions clearly and stick to the subject
- Emphasize your strong points
- Be CONFIDENT
- Use action verbs and other “power” words
- Watch your grammar and use pauses rather than “uh’s and umm’s”

After the Interview



- Jot down important facts about the interview
- Within 2 days, write a short thank you letter or email

The Conclusion of the Interview



- Ask for a business card
- Ask what the next step of the process is and when you should expect to hear back
- Now is the time to ask about salary and benefits
- Re-express your interest in the position and organization
- Thank the interviewer and shake hands

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10 Interview Fails

- Unprepared for the interview; no knowledge of employer
- Unable to express ideas clearly; poor communication skills
- Poorly defined career goals; little or no sense of direction
- No real interest in the employer
- Unwillingness to relocate
- Disgruntled attitude; disliked former jobs
- Makes excuses during interview
- Asks no questions about job or employer
- Only interested in the best dollar offer
- Lack of confidence or poise

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Interviewee Can Ask...

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- | | |
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| <ul style="list-style-type: none"> • Would you describe an average day on the job? • What is the history of this position? Why is it vacant? • What aspects of the job would you like to see improved? • What are the key challenges and/or problems facing the person in this position? • Is there room for professional growth and upward mobility? | <ul style="list-style-type: none"> • How would you describe the ideal candidate? • What is the department's environment/culture like? • What is the next step in the hiring process? Will there be additional interviews? • When will you make the hiring decision? May I call you? When is a good time? |
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The Two-Minute Drill



- A two-minute drill for answering a the popular question: “Tell me about yourself”

“Tell Me About Yourself”



- Start with your EDUCATION
 - Discuss your year in school, major/minors, how you became interested in that field, GPA, skills acquired, example of a project, and membership in campus community

“Tell Me About Yourself”



- **Second is your WORK EXPERIENCE**
 - Mention your current position, past jobs, skills that would be valuable to employer, and professional accomplishments or recognitions received

“Tell Me About Yourself”



- **Next are your KEY STRENGTHS**
 - Mention two key strengths that match their requirements

“Tell Me About Yourself”



- **Finally, YOUR FUTURE**
 - End with why you are interested in working for the organization, state that you look forward to learning more about how you might be able to contribute your skills, talents, and experience in the future

Example



I am currently a junior at Rutgers University, majoring in computer science. I became interested in computers at a young age and took a few college-level courses while in high school, which helped me decide on my major.

I have excelled in all my coursework at Rutgers, while working 20 hours a week at the University Computing Center in a technical support role. I enjoy assisting users and problem solving, because it is challenging and I learn something new every day.

In addition to this, I had an opportunity to intern over the summer with XYZ Company, where I contributed to software development projects, including database design. I am particularly interested in this area and this is where I would like to begin my career.

In reviewing the job description, I was drawn to the database design aspects where I feel I would be able to make an immediate contribution. I look forward to learning more about your MIS department and the challenges of the position.

Second Interview: Site Visit



- The main purpose of the site visit is to determine if there is a good match between you and the organization. Another purpose is to give you an opportunity to meet other staff. -An invitation for a second interview is NOT yet a job offer
- Usually takes a full day or half day

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Sample Interview Questions

- Why (specific school)? Why now?
- Take a few minutes to tell us a little bit about yourself and your background coaching (specific sport)
- Can you please tell us what you know about our (specific sport) program, our conference, and our athletic programs at (specific school?)
- What do you feel your role is to the University?
- Explain what it is that you do?
- Detail you at your best?
- Where are you deficient as an office employee?
- Where are you deficient as a coach? How will you improve in this area?
- How do you measure your success?
- How do you measure your team success?
- How much do you do with your team that you are able to measure?
- Explain what it is that you do?
- Detail you at your best?
- Where are you deficient as an office employee?
- Where are you deficient as a coach? How will you improve in this area?
- How do you measure your success?
- How do you measure your team success?
- How much do you do with your team that you are able to measure?

Sample Interview Questions

- How would you mediate an issue between players on your team - give an example from your past experiences.
- Give an example of when you have not been able to persuade your superior to do something that would show results within your team - how would you go back to this challenge to accomplish your goal?
- How do you recruit?
- Why do you recruit - what kind of player do you want on your team?
- How familiar are you with the area?
- What would you use fundraising for? How would you fundraise?
- What responsibilities do your assistants have on a daily basis, what expectations do you have of them in those roles?
- Do you employ academic monitoring? Explain your process.
- Explain your retention. How many players have you lost due to academic difficulties?
- What do you know about the University and their educational goals?
- What is your coaching philosophy and how do you plan to implement that philosophy here at (specific school)?

Sample Interview Questions



- If the current team's culture did not coincide with your coaching philosophy, how would you change the culture of the team?
- How do you plan to incorporate the expectation of academic excellence into your team?
- What do you feel the ideal number of student athletes is to have a competitive Division III program on a yearly basis?
- What are your thoughts on equality of practice times and facilities? How do you plan to work with the rest your colleagues in maintaining a positive relationship?
- (Specific sport) players are a captive audience from (season dates), what plan do you have in place to monitor the social habits of the student-athletes both in and out of season?
- What was the toughest decision you had to make about accountability/discipline with a player or group of players and what was the outcome?
- A team's success is contingent on the entire coaching staff, what type of resources do you have in terms of bringing in a staff? Do you have anyone in mind for these positions? What would their roles be?
- What would an example be of some of your goals for the non-traditional period with limited time and exposure to your student-athletes?
- With a full-time strength and conditioning coach on staff, how do you plan to utilize this resource both during the season and in the off-season?

Sample Interview Questions



- What are your areas of professional strength as a coach?
- What are your areas of professional growth as a coach?
- Who has had the biggest influence on your coaching career up to this point and why?
- Where do you see yourself in five years and ten years?
- Why do you feel you are the most qualified candidate for this position?