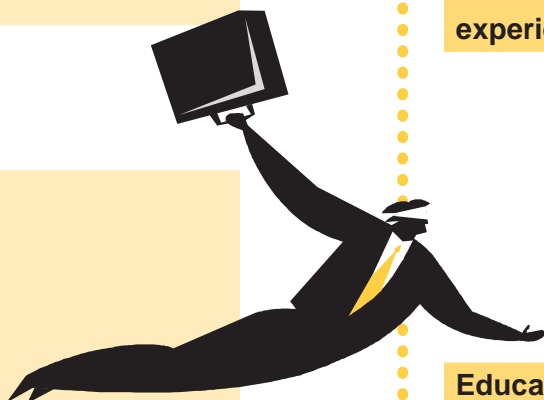


Hidden Elements of Interviewing

888/258-9966 (toll free)

www.wisconsinjobcenter.org

jobcenter@dwd.state.wi.us



Other interviewing publications

Keys to Successful Interviewing (DWSJ-6951-P)
 Questions, Questions, Questions (DWSJ-9406-P)
 Informational Interviewing (DWSJ-9407-P)

Publications on related topics

JOB SEARCH
 Tips on Finding Summer Jobs (DWSJ-5641-P)
 Networking (DWSJ-9455-P)
 Where to Look for Job Opportunities (DWSJ-9467-P)

RESUMES, APPLICATIONS
 Personal Data Record (DWSJ-4937-P)
 Thoughts on Resumes (DWSJ-4658-P)
 Resume Writing – A Basic Guide (DWSJ-9433-P)

DWSJ-9484-P (R. 07/2003)

	What the interviewer is talking about	What the interviewer is looking for
Introduction	Greeting Small talk Opening question Lead question	Appearance Manner Self-expression Responsiveness
Work experience	Earliest jobs; Part-time, temporary Military assignments Full-time positions Volunteer work	Related work experience; Stable work history Skill and competence Adaptability Productivity Motivation Ability to work with others Leadership Growth and development
Education	(Elementary school) High School College Specialized training Recent courses	Related education Sufficient training or education Ability to think Versatility Knowledge to do the job Motivation, interests Willingness to accept authority Leadership potential Willingness to be part of a team
Activities	Special interests and hobbies Involvement in civic and community affairs Geographical preferences	Enthusiasm Management of time, energy and money Maturity and judgment Health and energy Intellectual growth Cultural exposure Variety of interests Basic values and goals Interpersonal skills and interests Leadership

In summary, the interviewer is looking for what you can offer the company: talents, skills, knowledge, energy.

To interview effectively, you must use words, tone of voice and visual image to communicate your confidence, credibility, trustworthiness, intelligence, experience and education.

Here are some interviewing tips that will help you get the job you want.

- Dress for the interview as you would for the job. Don't overdress or look too informal.
- Always go to the interview alone. Arrange for baby sitters, transportation, and other pitfalls ahead of time so that you can be on time and relaxed in the interview.
- Find common ground with the employer. Pictures, books, plants, etc., in the employer's office can be conversation pieces.
- Express your interest in the job and the company using information you gathered to prepare for the interview.
- Let the interviewer direct the conversation.
- Answer questions in a clear and positive manner. Show how your experience and training will make you productive in the shortest time with minimal supervision.

Note:

Speak positively of former employers and co-workers no matter why you left even if you were fired from your last job.

Let the employer lead into conversations about benefits. Your focus on these items can be a



“turn off.” But, don't be afraid to ask questions about things you really need to know.

Presenting yourself

Remember these statistics about what you convey:

7% is with the words you use (verbal)

38% is communicated through your tone, pitch, volume, rate (vocal)

55% is conveyed through your clothing, eye contact, gestures, body posture, facial expressions, etc. (visual)

When discussing salary, be flexible — avoid naming a specific salary. If you're too high, you risk not getting the job. If you're too low, you undersell yourself. Answer questions on salary requirements with responses such as, “I'm interested in the job as a career opportunity so I'm negotiable on the starting salary.” Negotiate, but don't sell yourself short.

“Closing” the interview

If the employer does not offer you a job or say when you will hear about it, ask when you may call to find out about the decision.

If the employer asks you to call or return for another interview, make a written note of the time, date and place.

Thank the employer for the interview and reaffirm your interest and qualifications for the job.

For more information on interviewing, refer to “Keys to Successful Interviewing” (DWSJ-6951-P), and “Questions, Questions, Questions” (DWSJ-9406-P). These publications are available through your Wisconsin Job Center.