Interviewing Guide

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INTERVIEW TO IMPRESS

A job interview is an opportunity for you to sell yourself to the potential employer. It is your chance to make a great impression, to promote the skills and knowledge you can bring to the position, and to find out if this is the right next step for you.

Employers will want to speak with you, most often in-person, to get a sense of your personality, likeability, ability to fit in, professionalism, communication skills, job-related skills, knowledge, experience, and ability to handle pressure. Most of what the employer will learn about you is how well you present yourself. Being PREPARED is the best way to make sure that you present your best self.

Generally the potential employer or a designated staff member will call you to invite you in for an interview. At this stage, you should:

- Write down the precise date and time of the interview
- Ask for the precise location (building, floor, room number)
- Ask for directions to the business/organization
- Ask where you should park and if there is a parking fee
- Ask how many people you will be meeting with
- Ask for his/her/their names and titles
- If there is enough lead time, ask if they can mail an Annual Report or other company literature to you
- Thank the person who has contacted you and ask for their contact information (in case an emergency should unfortunately arise)

...Get Set...

- Conduct as much research as you possibly can on this company/organization:
  - Visit the company web site
  - Do a search (librarians can help) on the web for any articles recently written about the company or by any staff members at the company
  - Check out recent stock prices for the company
  - Try out any products the company sells
  - Review the company’s recent annual reports
  - Check out the web sites of the company’s competitors
  - Talk to people who have worked there before
  - Visit the local Chamber of Commerce to see if they have any information on the company/organization
  - Contact the Better Business Bureau to see if they have any information
  - Go to the College’s web site and check out the occupational research resources, specifically the links to company research sites
  - Check out the Employer Files in the Career Planning and Placement office
• Prepare your answers to questions that the interviewer(s) might ask you:
  o Review the Questions You May Be Asked handout in this packet
  o Read through some books, including Sweaty Palms, by H. Anthony Medley; The 250 Job Interview Questions You'll Most Likely Be Asked...And the Answers That Will Get You Hired!, by Peter Veruki; and Dynamite Answers to Interview Questions, by Caryl Rae Krannich, Ph.D, and Ronald L. Krannich, Ph.D. These books are available at the Career Planning and Placement office. Your local bookstore may also have these and others
  o Retrace your previous experiences and pick out the best examples to illustrate each of the skills you have listed on your résumé as well as examples of your personal strengths, i.e., strong work ethic, determination, precision, etc.
  o Write short scripts in response to several of the practice questions
  o Practice your scripts several times
  o Rehearse your responses in front of a mirror to notice and correct your posture, motions, facial expressions, etc.
  o Sign up for a mock interview appointment with a career counselor at the Career Planning and Placement office
  o Go on as many interviews as possible to gain interviewing experience, this may include conducting some informational interviews (see handout)

• Prepare a list of questions that you will ask at the interview (see handout)

• Become familiar with difficult interviewing situations and techniques to handle them with grace
  o Read the Responding to Difficult Situations handout in this packet
  o Read through some books, including Sweaty Palms, by H. Anthony Medley; The 250 Job Interview Questions You'll Most Likely Be Asked...And the Answers That Will Get You Hired!, by Peter Veruki; and Dynamite Answers to Interview Questions, by Caryl Rae Krannich, Ph.D, and Ronald L. Krannich, Ph.D. These books are available at the Career Planning and Placement office. Your local bookstore may also have these and others

• Prepare a portfolio or examples of your work to bring to the interview
  o Read the short book Creating Your Career Portfolio by Anna Graf Williams, Ph.D and Karen J. Hall, in the Career Planning and Placement office
  o Go online to sites such as Monster.com to gain additional portfolio tips

• Prepare a list of professional references to bring with you to the interview (if you haven't already done so)
  o See sample Professional References handout in this packet
  o Call all of your references in advance to tell them about your job search and ask them to be a reference for you
  o Obtain updated telephone numbers, e-mail addresses, job titles, etc. for all of your references
  o Obtain letters of reference from your references if possible
• **Research salaries**
  o Although you’ll try to avoid discussing salary until they make you an offer, you will want to be prepared with a well-researched salary range
  o Visit the occupational research resources sites for national and Massachusetts salary data for thousands of professions such as: http://stats.bls.gov/oco/ and http://masscis.intocareers.org
  o Review similar job postings to see if any list starting salaries or salary ranges
  o Consult with professional organizations related to this field to see if they can help you gauge an appropriate salary range
  o Contact the company’s competitors or similar organizations to find out what their hiring rate is for this position

• **Do a test-drive to the interview site**
  o Become familiar with the route you will take so you won’t get lost and won’t be late to the actual interview
  o Take traffic patterns into consideration
  o Write down any landmarks and note any confusing spots

• **Get it together**
  o Make schedule arrangements so you are free to go to the interview
  o Schedule time into your schedule for follow up activities
  o Select and prepare (iron, polish, dry clean, etc.) your outfit (see Image is Important handout)
  o Gather your portfolio, list of questions, pad of paper, pen, list of references, copies of your résumé, and copies of any licenses or certifications you may need
...Go - Tips to Ace the Interview

Put your best foot forward
- Smile
- Be confident, but not arrogant
- Have a firm handshake

Be mindful of your words and actions
- Mind your manners - be polite, friendly, and courteous to EVERYONE you meet before, during, and after the interview
- Don’t look annoyed if you have to wait – read your notes or field-related literature
- Avoid negative remarks such as “It’s stuffy in here”
- Maintain good eye contact with the interviewer(s)
- Control nervous mannerisms

Stay focused
- Listen carefully to the entire question
- Answer in brief, but complete responses
- Stick to the point, don’t go off on tangents
- Don’t get too comfortable – particularly in a more casual setting or dining situation

Speak clearly
- Speak in a strong, clear voice
- Speak at a calm pace
- Don’t mumble

Be honest, professional, and positive
- Avoid being defensive, hostile, apologetic, or desperate
- Don’t give excuses for past failures
- Don’t betray confidences or reveal trade secrets to get in
- Avoid expressions such as “frankly speaking,” or “to tell you the truth,” or “to be perfectly honest,” – these phrases imply that you are not always truthful
- Do not say anything negative about previous employers or co-workers
- Don’t volunteer your faults
- Focus on your strengths

Make a grand exit
- Be mindful of clues for when the interview is coming to a close – don’t overstay your welcome
- Ask what the next steps in the process will be
- Close your remarks with a prepared one to three line statement that summarizes your ability to do this job and restate your interest in the position
- Thank the interviewer(s)
- Offer your typed list of professional references to the employer if they have not yet asked for it
After
It's Not Really Over, Yet

- Reward yourself - you’ve earned it!
- Within a few hours after the interview, write down everything you remember
- Use the After Interview Checklist handout to help you rate your own success
- Learn from your mistakes
- Within 24 hours after the interview, write and send the interviewer(s) a thank you letter
- Begin preparing your points for salary and benefit negotiations, in case an offer is made
- Keep other irons in the fire -- even the smoothest of interviews does not guarantee that you will get an offer, so keep looking, something better might be just around the bend
Questions You May Be Asked

Openers
Tell me about yourself.
Tell me something about yourself.
Tell me a story.
Why should we hire you?
What can you do for us that another candidate cannot?
Why are you the best candidate for this position?

Regarding Your Education
Describe your most rewarding college experience.
Why did you choose that as your major?
Has your education prepared you for this job?
What did you learn from your experiences in extracurricular activities?
Do you think your grades accurately reflect your abilities to produce?
Do you have plans to continue your education?

Regarding Your Experience
Tell me about your experience.
Describe your most recent position.
What did you do at your last job?
Give me an example of how you showed initiative on the job.

Qualifications/Skills
Tell me how your skills and experience match the criteria for this position.
Why do you consider yourself qualified for this position?
How have you contributed to or improved the last organization you were with?
Tell me about your computer skills.
Tell me about your communication skills.
Are you a leader? Give an example.
What accomplishment are you most proud of?
How do you handle stress?
Are you creative? Give me an example of your creativity.

Knowledge of the Field and Organization/Company
Why do you want to work for us?
What attracted you to this position?
What attracted you to this field?
What do you know about our company/organization?
What do you know about our products/services?
What do you know about our competitors?
How did you get started in this field?

Strengths and Weaknesses
What are your strengths?
What do you excel at?
What are your weaknesses?
What aspect of this position would be most difficult for you?
Give me an example of a mistake you made and how you handled it.
How could you improve your performance?
Who Are You and Will You Fit In Here
What adjectives describe you?
How do you describe yourself?
How would others (your co-workers/professors/friends) describe you?
Give me an example of how you handled a co-worker/client you didn’t like.
How do you get along with people?
Give me an example of a time you had to handle a conflict at work.
Describe your attitude.
What personal qualities are required for the career you have chosen?
What supervisors/co-workers have you found most difficult and why?
How do you take direction?
Do you prefer working alone or with others?
Are you a team member?
Who has had the greatest influence on your life and why?
Describe your ideal boss.
Why do you want to stay in this field of work?

Are You Well Rounded
What are your outside interests?
What do you do with your free time?
How did you spend your vacations in school?
If you could be anywhere else right now, where would you be?
What books have you read recently? What did you think of them?
What movies have you seen lately?

Why Are You Looking
Why are you looking for a new job?
How long have you been looking for a job?
What did you dislike about your most recent position?

Your Goals
What do you really want to do in life?
What are your short-term and long-term goals?
What do you hope to be doing five years from now?

What are Your Values
Describe your work ethic.
What are the most important rewards you expect in your career?
Under what conditions do you work best?
What part does family play in your life?

Salary
What do you expect to earn in five years?
What are your salary requirements?
What did you earn in your two most recent jobs?
How did you finance your schooling?

Schedule
Are you willing and able to travel?
What is your attitude toward working weekends and late nights?
Are you in the position to work overtime if necessary?
Informational Interviewing

Q: What is informational interviewing?
A: Informational interviewing is the act of meeting with a professional, employed in the field you are interested in, to gather information about the field, details about the job you want, tips for effective job searching, and any other information they can share with you.

Q: Why should I do informational interviews?
A: For three reasons: first, to meet more people in your chosen field (networking), to learn more about the field and the job you desire, and to practice interviewing.

Q: How can I find people to informational interview with?
A: Use your network contacts. Relatives, friends, faculty, classmates, etc. can help refer you to people in your field of interest. The CCCC Alumni Connections program can also help you identify professionals who are willing to meet with current students. You can also cold call organizations that you are interested in working for. Call and ask for the name and extension of the person in the position you are seeking or the person who could hire you for the position you want. Contact article authors or professionals mentioned in an article you read about the field.

Q: How do you approach the person you want to interview?
A: Call the person directly. Introduce yourself, express your desire to get into this field, and ask to meet with them for no more than 30 minutes for an informational interview. Emphasize that this will be strictly informational in nature. If they agree, stick strictly to the time limit!

Q: How should I dress for an informational interview?
A: Professionally. Dress as though you are going to a formal interview. A suit is appropriate. Make sure you look well-groomed, clean, and neat. Keep jewelry and cologne/perfume to a minimum. If unsure, err on the side of being too formal and conservative.

Q: Should I bring my résumé to an informational interview?
A: Yes. You should bring your résumé to the interview, but don’t expect the person you are interviewing to hand it out for you later. Ask the person to review your résumé and make suggestions for improvement. If you are speaking with the person who could hire you, ask if s/he will keep your résumé on file, should any openings that match your qualifications arise.

Q: What questions should I ask the person I’m interviewing?
A: Here are some suggestions:

How did you become interested in this field?

What do you like most about your job?

What aspects of your job do you wish you could change?

What surprised you about this job/field when you first started working?

How does this organization rank within the industry?

What is special about your product/services?
Who are your major competitors?

What are the biggest challenges for you in this position?

What are your supervisor’s biggest challenges?

How do you describe the culture of this organization?

What are the working conditions for this position/field? i.e., how much time do you spend at work? How often do you work evenings, weekends, or holidays?

Can you describe a typical work day or work cycle for me?

What qualities and skills are required to be successful in this position/field?

How is this organization growing or changing?

How often does this organization hire from the outside or promote from the inside?

How long have chief executives been with this organization?

How does this organization support the professional development of its employees?

What is the organizational structure here? What are the lines of authority?

How do you rate communications within this organization?

How did you get into this job?

What job search methods seem to be most effective for getting hired in this company or getting into this field?

What professional organizations do you belong to?

What trade journals do you read?

If you were going to look for a job in this field, where would you look?

What entry-level jobs most often lead to getting hired for your/this position?

What are some careers that folks in your position eventually move on to?

What are some occupations that are closely related to this one?

What are the future projections for this field/career?

Do you have any other information or advice for newcomers to this field?

Do you know of anyone else in this field that might be willing to speak with me?

Always send a thank you letter to the person you information interviewed with.
Questions to Ask

Is this a new position?

Can you describe your ideal candidate for this position?

What are the biggest challenges facing the new person in this position?

What are the immediate and long-term goals for this department?

What do you see as the biggest challenges to this company/organization over the next 5 years?

Can you describe what my responsibilities will be on a typical day?

What will my top priorities be?

Who will I be working with on a regular basis?

Could you describe your management style?

How will my work be evaluated? How often?

What are the opportunities for professional development and advancement?

How does the company/organization reward employees?

What training will I receive to successfully transition into this position?

What do you enjoy about working here?

If you could change one thing about this organization, what would it be?

Do you have any hesitations about hiring me that I may address?

What happens next?

DO NOT ASK ABOUT SALARY OR BENEFITS! You should gain an estimate of the hiring salary range by researching similar positions and your own market value. Wait until an offer is made to discuss salary and benefits.
Responding to Difficult Situations – Curves Ahead

**Interviewer talks too much** – if the interviewer is not asking you questions or giving you enough time, take charge by using his/her statements as a springboard to state your qualifications. Be careful not to interrupt.

**Interviewer hardly speaks** – if the interviewer doesn’t contribute much, take the opportunity to highlight your qualifications and ask questions of your own. Tactfully take charge of the situation, but don’t come on too strong.

**Panel/Group/Committee Interview** – don’t be intimidated. Make eye contact with everyone. Respond to the entire group, not just the person asking the question.

**Meal Interview** – prepare in advance if you suspect or know this. Brush up on dining etiquette. Order something that won’t spill or drip. Eat very lightly – focus on talking. Don’t drink alcohol. Stay focused – don’t get too relaxed.

**An Illegal Question is Asked** – Take note of this. Are these professionals you would want to work with? Or perhaps, the interviewer is just very inexperienced. Respond by asking how that information is relevant to your qualifications or the position.

**Stress Interviews** – Tactics such as leaving long pauses to make the interviewee nervous, interrupting the interviewee, standing/sitting at an uncomfortable distance, etc. are sometimes used to see how candidates will react to stress. Keep your cool. Remain calm and focus on communicating your qualifications. Don’t feel compelled to speak during all pauses, they can be restful.

**Answering Broad Questions** – When asked “Who are you?” or “Tell me about yourself” or “Why should we hire you” don’t give your life story, relay your qualifications in a concise manner and remain focused on their relevance to the job at hand.
Sample Reference List

ROBIN C. LALLEY
18 Windmill Way, Buzzards Bay, MA 02532 · (508) 362-2131 · robincl@hitmail.com

PROFESSIONAL REFERENCES

Rachel Miles
Webmaster
E-arth Productions
100 Parker Road
Framingham, MA 01701
(508) 555-4500
rmiles@e_arthproductions.com
My immediate supervisor

Lucas Laurent
Vice President
E-arth Productions
100 Parker Road
Framingham, MA 01701
(508) 555-4700
llaurent@e_arthproductions.com
My senior supervisor

J. Drew Gomez
Media Productions Director
ViaWeb
1768 Washington Street
Newton, MA 02467
(617) 555-3880
My immediate supervisor
Certain attire is expected of interviewees. Dressing appropriately will indicate to the interviewer(s) that you take the job and the interview process seriously. It will also show your respect for the established protocol. Even if you would not ordinarily dress in a suit and tie on the job, you should dress up for the interview. It is okay for the interviewee to be the best-dressed person in the room in a casual dress work environment, or on the company’s casual Friday. It is NOT okay for you to be underdressed and it could hurt your candidacy. Tips:

For men:
- Wear a conservative suit and tie
- A sport coat with slacks and a necktie may be appropriate for less conservative or less “professional” positions
- Navy blue/charcoal gray are the best color choices for suits, white is preferred for shirts
- Choose a simple, conservative tie – preferably a solid color
- Choose tassel loafers, wing tip shoes, or lace shoes in a dark or neutral color
- Wear over the calf dark socks
- Keep jewelry to a minimum
- Do not wear cologne

For women:
- Wear a suit
- A tailored dress or pant suit may be appropriate for less conservative or less “professional” positions
- Navy blue or gray are the best color choices
- Avoid low necklines and extreme skirt slits
- Wear closed-toe, dark color, polished shoes with low or medium heels
- Wear minimal make-up and nail polish and choose natural or subtle tones
- Carry a attaché case or a small clutch or handbag (not both)
- Keep jewelry simple and basic
- Always wear hosiery in a neutral color
- Don’t wear perfume

For All:
- Be neat and clean
- Make sure your outfit is pressed
- Cut and clean your fingernails
- Comb/brush/style your hair
- Polish your shoes/wear new shoes
- Brush your teeth, use mouthwash or a breath mint to ensure fresh breath
- Use deodorant/antiperspirant – never let them see you sweat!
- Smile
- Walk confidently
- Don’t smoke prior to the interview
- Avoid sipping drinks, such as coffee, that could stain your clothes
<table>
<thead>
<tr>
<th>Topic</th>
<th>Legal</th>
<th>Illegal</th>
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<tbody>
<tr>
<td>Age</td>
<td>Are you a minor (under 18)?</td>
<td>When were you born?</td>
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<tr>
<td></td>
<td>May I have proof that you are 18 or older?</td>
<td>How old are you?</td>
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<tr>
<td></td>
<td>Certain public safety positions have age limits for hiring and retiring</td>
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<tr>
<td>Ancestry/National Origin</td>
<td>Nothing</td>
<td>What is your language ancestry?</td>
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<tr>
<td></td>
<td></td>
<td>What is your national origin?</td>
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<tr>
<td></td>
<td></td>
<td>Where were you born?</td>
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<td></td>
<td></td>
<td>Where was you spouse born?</td>
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<tr>
<td></td>
<td></td>
<td>Where were your parents born?</td>
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<td></td>
<td></td>
<td>Where was your child born?</td>
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<tr>
<td>Citizenship</td>
<td>Are you a U.S. Citizen?</td>
<td>Is your spouse/child a citizen?</td>
</tr>
<tr>
<td></td>
<td>Do you intend to become a U.S. Citizen?</td>
<td>Are your parents citizens?</td>
</tr>
<tr>
<td>Character</td>
<td>Are you honest?</td>
<td>Do you belong to a church?</td>
</tr>
<tr>
<td></td>
<td>Are you trustworthy?</td>
<td>Do you go to church regularly?</td>
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<tr>
<td>Criminal Records</td>
<td>Have you ever been convicted of a felony?</td>
<td>Have you ever been arrested?</td>
</tr>
<tr>
<td></td>
<td>Have you been convicted of or released from incarceration for a misdemeanor which was not a first offense for drunkenness, simple assault, speeding, a minor traffic violation, an affray, or disturbing the peace in the last five years? A CORI/SORI check may be required.</td>
<td>Have you ever been convicted of a misdemeanor?</td>
</tr>
<tr>
<td>Dependents</td>
<td>Nothing</td>
<td>Do you have any children?</td>
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<tr>
<td></td>
<td></td>
<td>Do you intend to have children?</td>
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<tr>
<td></td>
<td></td>
<td>What child care arrangements have you made?</td>
</tr>
<tr>
<td>Education</td>
<td>What school/college/vocational program did you attend?</td>
<td>Graduation date(s) should not be used to determine age.</td>
</tr>
<tr>
<td></td>
<td>Did you graduate?</td>
<td></td>
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<tr>
<td>Experience</td>
<td>What is your work experience?</td>
<td>Dates should not be used to determine age.</td>
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<tr>
<td>Handicap</td>
<td>Only optional questions for Affirmative Action.</td>
<td>Do you have a handicap or disability? What kind of handicap or disability do you have? How severe is your handicap or disability?</td>
</tr>
<tr>
<td>Marital Status</td>
<td>What is your marital status (only if both sexes are asked)?</td>
<td>What is your maiden name?</td>
</tr>
<tr>
<td>Military Experience</td>
<td>Are you a U.S. veteran? What is your U.S. military service history?</td>
<td>Are you receiving a service-connected disability pension?</td>
</tr>
<tr>
<td>Organizations</td>
<td>Are you a member of any organizations which advocate overthrowing the U.S. Government by violent means?</td>
<td>Do you belong to NAACP? Do you belong to B'nai B'rith? Do you belong to organization which indicates race/religion?</td>
</tr>
<tr>
<td>Race</td>
<td>Only optional questions for Affirmative Action.</td>
<td>What is your race? What is your skin color? Photos can not be required at the application stage.</td>
</tr>
<tr>
<td>Relatives</td>
<td>Nothing</td>
<td>Where does your wife/husband, mother/father/child work/live?</td>
</tr>
<tr>
<td>Religion</td>
<td>Nothing</td>
<td>What church do you go to? What is your religious denomination? Do you attend synagogue? What religious holidays do you observe?</td>
</tr>
<tr>
<td>Sex</td>
<td>Nothing, unless a bona fide occupational qualification has been granted.</td>
<td>Are you heterosexual? Are you homosexual? What is your sexual preference?</td>
</tr>
<tr>
<td>Sexual Preference/Orientation</td>
<td>Nothing</td>
<td></td>
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Evaluating and Negotiating the Job Offer

Evaluating

- It is always best to ask for a few days to think it over (even if you are sure you want it)
- Make a list of the pros and cons. Ask yourself:
  - Is this job a good vehicle to my career goals?
  - What training would I receive?
  - Would I gain valuable skills and experience?
  - How do I feel about my potential boss/co-workers?
  - What room for advancement is there?
  - Would I be making contacts in the industry?
  - How does the salary compare to my bottom line?
  - What additional information do I need to decide?
  - Remember, no job is perfect. Determine whether or not this job will meet 60–80% of your needs/wants?
- Don’t accept a job with the hopes that something else might soon come up and then quit the job within a few weeks. Reputations have a way of getting around the industry. If you think something else is ahead, reject this job and free yourself to seek other options.

Negotiation Tips: Before the Interview

- Research your market value (learn the common range)
- Determine your bottom line before the interview – use that as your lowest figure in the salary range

Negotiation Tips: During the Interview

- Don’t bring up the topics of salary or benefits
- If asked, quote a range based on your research
- If asked your current salary, emphasize your market value instead
- Never lie about your current or previous salaries – you may be asked for documentation later on and could lose the job because you’ve lied

Negotiation Tips: After the Interview

- Prepare a script of counteroffer statements to their points based on your education, experience, and market value
- Rehearse your counteroffer statements until you are comfortable saying them

Negotiation Tips: Once a Job Offer is Made

- Keep the process cordial – remain open to the exchange of ideas and information
- Use persuasive statements
- Avoid ultimatums
- Negotiate on the basis of your education, experience and skills, not on the basis of your wants and needs - do not discuss your financial problems!
- Keep in mind that some non-profit salaries may not be negotiable, but ask to be sure
- Accept an offer by phone, but ask for written confirmation
After Interview Checklist

Date of Interview: ____________________________

Position Interviewed for: __________________________________________________________

Name of Company/Organization: __________________________________________________

Name(s) and Title(s) of Interviewer(s): _____________________________________________

Date the company/organization might reasonably contact me, if selected: ______________

Immediately send a thank you letter to the interviewer(s)! Date sent: _______________

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<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
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<tbody>
<tr>
<td>I arrived on time</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I was dressed appropriately</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>I was prepared</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I brought copies of my résumé/licenses</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>I spoke clearly</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>I spoke at a calm pace</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>I maintained eye contact with the interviewer(s)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I used good examples to illustrate my skills/abilities</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I articulated my skills well</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I was poised</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I remained calm</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I was energetic</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I smiled</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I demonstrated my knowledge of the field/company</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I controlled nervous mannerisms</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I avoided using filler phrases such as &quot;um,&quot; &quot;you know,&quot; &quot;like,&quot; etc.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I talked for a fair amount of the time</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I accurately expressed my strengths</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I was honest</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I was positive</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I avoided mentioning anything negative about my former employer</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I found the interviewer to be someone I would enjoy working with</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I felt as though I would enjoy working there</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I articulated my interest in the position at the closing</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I asked what the next steps(s) in the process would be</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I thanked the interviewer(s)</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
The best aspect of the interview was:

The worst aspect of the interview was:

The hardest question was:

The question I answered the best was:

If I were to work there, I would probably like (responsibilities, people, climate, office, etc.):

If I were to work there, I probably would not like (responsibilities, people, climate, office, etc.):

I wish I had (and next time I will):

Overall, I rate the interview a (10 = best, 0 = worst):
Q: Unsure of where you are going?

Undecided?
Transferring?
Joint Admissions?
Career?
Major?
Your Future?

A: Come see us...we can help!

Mary Olenick
Transfer Counseling
508-362-2131 x 4316
molenick@capecod.edu

Kristina Ierardi
Career Planning & Placement
508-362-2131 x 4688
kierardi@capecod.edu

Grossman Student Commons 2nd Floor
Looking For A Job?  
We can help

**Full-time Jobs**
Career Planning & Placement

Kristina Ierardi, MA  
Coordinator

Grossman Commons  
2nd floor - C206E  
508-362-2131 x4688

- Full-time job listings on the 2nd floor of the Grossman Student Commons building
- Online job listings posted at www.capecod.edu/career
- Annual Job Fair
- Individual career planning assistance by appointment

**Part-time Jobs**
Student Employment Office

Theresa Bowse  
Job Developer  
Dawn Harney  
Job Developer

South Building  
2nd floor  
Room 215  
508-362-2131 x4336  
Hours are posted

- Part-time and seasonal job postings on bulletin boards on the 1st floor of the South Building and in the Cafeteria
- Call or stop by the office to obtain the contact information for listed positions
- Assistance is available on a drop-in basis during office hours