

GET HIRED

preparing for an interview

Preparing for an interview can be nerve-wracking, but with a few preparations and the tips below, you can set yourself up for success. Whether you are applying for your dream job or just need to improve your interview skills, take note on how to ensure you're fully prepared and confident on the big day.



**Research
the company**



**Review the job
description**



**Practice your
answers**



**Dress
professionally**



**Bring a
copy of
your resume**



**Arrive
early**



**Ask
questions!**



Follow up



1

BEHAVIORAL INTERVIEW

“Tell me about a time when...” or “Give me an example of a situation where...” are prompts that seek your best examples of how you would satisfy the requirements of the job. The purpose of a behavioral style interview question is to see how you behaved in the past in a certain situation as a predictor of future behavior. These behavioral interview questions are frequently asked in interviews of all types.

2

PHONE

This is typically the method used for the first round of interviews and will be your first “live” interaction with the employer. Make sure your cell phone has a strong signal and connection or use a landline phone. Be sure to have a professional sounding voicemail set up so that if you happen to miss the call, the employer can leave a message. Dress professionally to help get yourself into a professional mindset and be free of distractions and background noise.

3

ASSESSMENT

This method will provide you the opportunity to prove your knowledge, skills, and abilities pertaining to the job. You may be required to do one or several activities in front of the interviewers and key stakeholders. These activities may involve a presentation or role-playing, for instance, and last from an hour to several days. You may have limited knowledge on what to expect in these cases. Do research with others who have interviewed with the same company to see what information you can gain to help you prepare.

4

VIRTUAL/VIDEO

Software such as Zoom, Skype, HireVue, Yello, and Montage (among others) are more and more commonly used to connect you, as a potential candidate, with the hiring committee in a convenient, cost-effective way. Prepare and test your video/audio equipment by practicing with a friend or having a Zoom or Skype mock interview through the Career Management Center. Your video screen name should be professional and appropriate. For the interview, make sure that your backdrop is plain and lighting is appropriate. Dress professionally and look at the screen or person conducting the interview to maintain eye contact. *Ask the CMC how you can use Quinncia to prepare for virtual mock interviews.*

5

GROUP

You, along with multiple candidates, will be assessed in the same room for the same job. Candidates may be asked to all respond to the same question or different sets of questions in either a roundtable or random format. Group interviews often involve interaction between candidates, which will allow the interviewers to see if you stand out and how well you interact with others. The interviewers will also be able to assess your ability to deal with pressure, take on leadership roles, work well with a team, and remember details such as the other candidates’ names and responses.

6

INFORMATIONAL INTERVIEWS

Connect with professionals in your desired industry and request the opportunity to do an “Informational Interview” with them. This can help determine if that type of job would be suited to you and your personality. You can also learn more about the company and what the culture is like. Consider asking these questions:

- What trends do you see happening in your industry right now?
- Are there specific certifications I should be seeking to help me get in this field?
- As someone trying to get into this field, how would you suggest I start?
- What has added to your success in your job?

Remember, this is not asking for a job, it’s gathering information that is helpful for you in your career.

dress for success

Business Casual vs. Professional

Decoding the dress code for interviews and professional events.

BUSINESS CASUAL / PROFESSIONAL

BUSINESS CASUAL / PROFESSIONAL



Suit jacket or cardigan can be added for a classy look

More colors and patterns are acceptable

Khaki pants, nice trousers or fingertip-length skirt

Flats or heels acceptable

Suit jacket

Suit pants, slacks, or skirt

Skirts and dresses should be appropriate length.

Low heels acceptable



Collared or polo shirt

Tie optional

Jacket or vest can be added for classy look

More patterns and colors acceptable

Khaki pants or nice trousers

Dress shirt and tie

Suit jacket and pants should match – wear black, grey, or navy blue

Dress shoes & belt should match

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TIPS FOR SUCCESS IN ANY BUSINESS SITUATION

- When in doubt, dress conservatively.
- A suit will suffice in most situations.
- Make sure your outfit is wrinkle-free.
- Stick with solid colors and tighter-woven fabrics or simple patterns.
- Accessories should be kept simple: basic pumps, modest jewelry, light makeup, and only light perfume or aftershave.
- Wear a belt and a watch. The belt should match the shoes.
- Be sure your hair (including beard) is neatly trimmed or groomed. Avoid the “messy look.”
- Shirts with lettering or graphics should not be worn.
- Check your outfit for missing buttons, thread “x”s on skirts and jackets, lint, or a crooked tie.
- A skirt should be no shorter than the tips of your middle fingers (or just above the knee for good measure).

Ask the CMC how you can receive assistance purchasing professional attire.

Qualities Employers Evaluate During the Interview

1. Self-concept, self-confidence, goal setting, realistic assessment of strengths and limitations
2. Mature behavior and judgment
3. Communication skills, the ability to interact with others, the ability to listen actively
4. Leadership potential, often demonstrated in extracurricular activities and on the job
5. Personality, enthusiasm, poise, cheerfulness, flexibility, sense of humor
6. Patterns of accomplishment
7. Problem solving and analytical abilities
8. Interest in and knowledge of career field
9. Work ethic, acceptance of responsibility, ability to keep commitments
10. Appearance, dress and grooming
11. Knowledge about the company or organization, such as mission, vision and company values

Did You Know...

Your interview begins the moment you walk through the door. You will be sized up immediately by all who meet and see you throughout the day. For each person you meet during the process, including the office administrative assistants and the entire interview panel, consider the following tips:

- Always introduce yourself and greet other professionals with a firm handshake, smile, and eye contact.
- Bring with you a contagious excitement, enthusiasm, energy, and passion for your field.
- Be yourself: show you are poised and confident about your skills through your body language, posture, and facial expressions.
- Be knowledgeable about the company's mission, vision, and values and be able to communicate them effectively.

Follow these general rules in regards to interview attire:

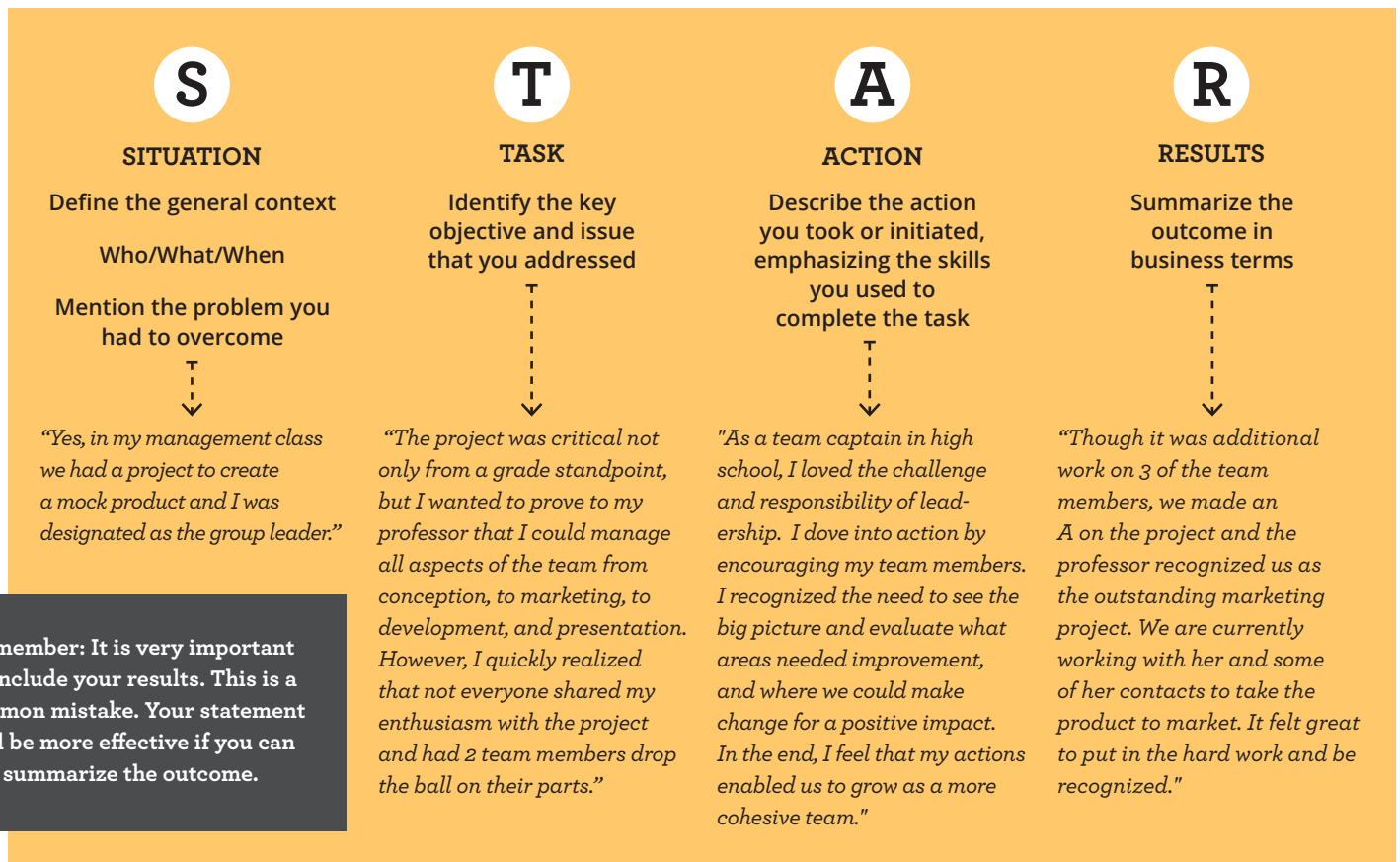
- Hair should be clean, well-groomed, and away from the eyes (this includes all facial hair, even in November!).
- Tattoos and/or body piercings may not be acceptable in certain industries. Be sure to present yourself in a professional manner.

- Strong smells, including mints, perfumes, or aftershaves should be avoided in excess.
- Briefcases or portfolios provide an excellent outlet to store and organize documents.
- Clothing should fit properly. A professional business suit is appropriate in most cases. Avoid low necklines, short skirts, and heels higher than three inches. Trendy clothing generally does not project the most professional image.
- Crisp, clean, and well-pressed is non-negotiable.

For any type of career-related event, fair, informational interview, conference, or job shadow, always dress professionally based on your industry. Be sure to avoid:

- Ripped jeans
- Flip-flops
- T-shirts
- Wrinkled khakis
- Short shorts and dresses

STAR method interviewing



MOCK INTERVIEWS THROUGH THE CMC

Schedule a "Mock Interview" appointment in Handshake today!

For company/job specific mock interviews, please provide the CMC with the job description 48 hours ahead of time.

Ask the CMC how you can use Quincia to prepare for virtual mock interviews.

How do I prepare for a mock interview that will be...

FACE-TO-FACE?

Dress professionally and treat this as a real interview throughout the process.

Prepare as you would for an interview with an employer.

Arrive at the CMC (RCOBA 119) 10 minutes early.

OVER THE PHONE?

Get into an environment without distractions.

Have talking points and notes in front of you for your reference.

Be prepared 10 minutes early to receive your interview call.

VIRTUAL?

Communicate if you will utilize the virtual interview room in the CMC office or will be elsewhere.

Log on 5 minutes before interview time.

Dress professionally and treat this the same as an in-person interview. Remember to consider your background.

General Interview Questions

- Tell me about yourself.
- What do you consider to be your greatest strengths and weaknesses?
- Why did you choose Texas Tech University and the Rawls College of Business?
- Which classes have you enjoyed most? Least? Why?
- In what extracurricular activities have you participated? Which did you enjoy most and why?
- What are your short-term and long-term career goals, and how do you plan to achieve them?
- What leadership positions have you held? Describe your leadership style.
- What motivates you to put forth your greatest effort?
- Why are you interested in our organization and this position?
- What do you think it takes to be successful in an organization like ours?
- What qualities do you think a successful manager would possess?
- What three accomplishments have given you the greatest satisfaction?
- How would your previous supervisor and co-workers describe you?
- What criteria are you using to evaluate the company for which you hope to work?
- Why should we hire you?

Questions To Ask The Interviewer

- What would be the first project or initiative for the successful candidate?
- What is your favorite thing about your job?
- What do you anticipate to be the greatest challenges of this position?
- What professional development opportunities would be available to the successful candidate?
- What is the timeline of the hiring process?
- What are the next steps in the hiring process?

Behavioral Interview Questions

- How have you demonstrated initiative?
- Tell me about a time when you successfully interacted with a difficult person.
- How have you motivated yourself to complete an assignment or task that you did not want to do?
- Think about a complex project or assignment you have been given. What approach did you take to complete it?
- Tell me about a challenge in which you successfully exceeded expectations.
- Give an example of when your persistence had the biggest payoff.
- Describe a situation where class assignments and work or personal activities conflicted. How did you prioritize and manage your time?
- How have you most constructively dealt with disappointment and turned it into a learning experience?
- Describe a situation in which you effectively developed a solution to a problem for an employer.
- Describe a time when you disagreed with a supervisor. How did you handle it?

TIP:

Use what you've learned from the interview to ask specific questions:

"You mentioned that..."

"I was curious to know more about..."