

# INTERVIEW PREP

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GEORGIA SOUTHWESTERN  
STATE UNIVERSITY

# OBJECTIVES

- Discuss different types of interviews
- Discuss how to prepare before an interview
- Discuss professional appearance
- Discuss tips during an interview
- Interactive practice

# DIFFERENT TYPES OF INTERVIEWS

- Phone Interviews
- Virtual Interviews
- In-person Interviews

# BEFORE THE INTERVIEW

- Review company's website and materials
- Note the names and titles of those who may interview you
- Think of questions to ask
- Consider the goals, vision, and mission of company

# PROFESSIONAL APPEARANCE

- Men- shirt, slacks, suit jacket, blazer, cardigan, belt that matches shoes
- Women- blouse and dress pants, dress, skirt and blouse
- Hair and nails should be maintained and neat
- Limit jewelry
- Be mindful of exposed piercing and tattoos

# PHONE INTERVIEW

- Introduce yourself
- Speak clearly
- Be in a quiet space
- Have something to take notes on
- Ask question(s)
- Thank the interviewer/panel

# VIRTUAL INTERVIEW

- Introduce yourself
- Speak clearly
- Be in a quiet space
- Have your camera on and look towards the camera
- Pay attention to the chat feature
- Be mindful of technology and the internet connection
- Ask question(s)
- Thank the interviewer/panel

# IN-PERSON INTERVIEW

- Introduce yourself (handshake)
- Be mindful of interview/panel
- Offer copies of resume and/or portfolio
- Pay attention to your nonverbal communication, tone of voice, eye contact
- Think out loud
- Ask question(s)
- Thank the interviewer/panel



# QUESTIONS TO ASK DURING AN INTERVIEW

- Turn to a peer and brainstorm questions that you could ask at the end of an interview.
- Share questions!

# MOCK INTERVIEW CRITIQUE FORM

Job Applicant \_\_\_\_\_ Interviewer \_\_\_\_\_

Major and/or Position Sought \_\_\_\_\_ Date of Interview \_\_\_\_\_

## FIRST IMPRESSIONS/IMAGE & APPEARANCE... + √ -

Applicant submits an <b>updated, targeted</b> and <b>professional looking resume</b> prior to the interview	
Applicant expresses <b>optimism and energy</b> in initial greeting; offers a <b>solid handshake</b>	
Applicant is <b>well groomed</b> , has <b>good hygiene</b> and is <b>appropriately dressed</b>	
Applicant <b>smiles</b> and <b>speaks clearly and distinctly</b> ; words are not mumbled	

*Additional comments...*

## NONVERBAL BEHAVIOR/BODY LANGUAGE... + √ -

Applicant demonstrates <b>professionalism</b> ; sits squarely in chair; has <b>good posture</b>	
Applicant demonstrates <b>openness and receptiveness</b> ; open position (arms are not crossed)	
Applicant demonstrates <b>interest and enthusiasm</b> ; leans slightly forward; uses <b>facial expressions</b>	
Applicant demonstrates <b>confidence and attentiveness</b> ; maintains good <b>eye contact</b>	
Applicant maintains <b>poise</b> ; appears <b>relaxed</b> ; doesn't shift and fidget excessively	

*Additional comments...*

## VERBAL COMMUNICATION/KEY INTERVIEW CONTENT... + √ -

Applicant responds with <b>concise, organized and well thought-out</b> answers	
Applicant <b>articulates</b> ideas clearly and uses <b>proper grammar</b> and <b>appropriate vocabulary</b>	
Applicant demonstrates <b>research and understanding</b> of the desired career, position & employer	
Applicant demonstrates <b>self awareness of work values and personal motivators</b>	
Applicant <b>illustrates</b> strengths and skills through <b>specific examples</b>	
Applicant <b>relates past achievements</b> to skills used in the job	
Applicant <b>avoids</b> flat "yes" or "no" answers	
Applicant discusses a weakness honestly but <b>neutralizes</b> it by explaining steps taken to improve	
Applicant <b>asks appropriate questions</b> about the job and employer	

*Additional comments...*

## CLOSING THE INTERVIEW... + √ -

Applicant inquires about <b>timeframe</b> and <b>next actions</b> to be taken	
Applicant thanks interviewer <b>by name</b> and acquires appropriate <b>contact info. for follow-up</b>	

*Additional comments...*

## BASED ON AN OVERALL IMPRESSION OF YOUR INTERVIEW...

You're hired!	
You may get the job, but you haven't edged out the competition yet!	
You need more practice and preparation before going on job interviews.	

Student Professional Development Center  
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# INTERACTIVE MOCK INTERVIEW

- Discuss the DOs and DON'Ts of this in-person mock interview.

# QUESTIONS?

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