

## Early Childhood Professions I Virtual Learning

## Interviewing

May 1, 2020



#### **ECPI**

Lesson: May 1. 2020

Objective: Student will demonstrate interpersonal skills that promote positive and productive relationships

Standard: 4.5.3

Activity & Directions: View the slideshow to gain an understanding of how to look and act during interviewing.

## Purpose of the Interview

...to SELL your qualification in a very short time!

## Prepare Mentally...

- 1. Visualize and rehearse your responses
  - a. Silently
  - b. Out loud

Deep breaths or other relaxation techniques

## First Impressions are important!

- The Handshake
- Eye Contact
- Posture/Body Language
- Arriving early (at least 10 minutes)
- The first 4 minutes (most crucial)
- Hiring decisions are based 67% on the candidate's NON-VERBAL behavior.

## Body Language...

- Lean forward (slightly)
- Eye Contact (mentioned twice? Important!)
- Smile
- Animated tone of voice
- Low-key gestures

## Personal Appearance...

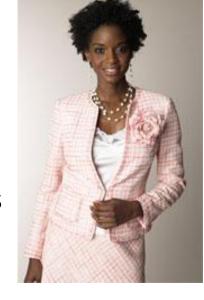
- Neat and CLEAN!
- Hairstyle should be conservative
- Well groomed or clean-shaven facial hair
- Avoid perfume or cologne
- Use unscented deodorant...
- Cover any tattoos, avoid gaudy jewelry
- Limit pierced jewelry to ears only!

#### What to wear...MEN!

- Suit or sport jacket with color coordinated trousers.
- Neutral or dark colors, blue, black, or gray
- Wear a tie! (even if you will not wear one after you get the job)
- Closed toe, clean, polished shoes.
- □ Trimmed nails (clean too!)

### What to wear...WOMEN!

- Classic suit or a simple dress
  - Not the time to be provocative...
- Dress in a higher style than the position calls for...
  - Do not attempt to out-dress everyone there.
- Avoid wearing clothes...too tight, revealing, or trendy.
  - Will not impress interviewer.
- Fingernails should be trimmed to a professional length.
  - No outlandish colors!



## Appropriate Attire

#### Dress shirts with ties and dresses



## Appropriate Attire

Dress shoes and simple heels or flats

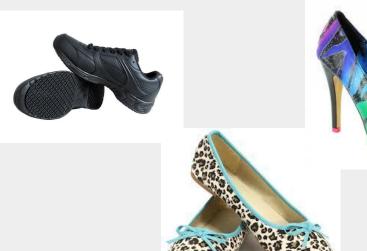




## Inappropriate

## Attire

Tennis shoes and wild patterns or styles



# Appropriate Attire Simple, coordinating jewelry



## Inappropriate Attire

Large, distracting pieces of jewelry and odd piercings

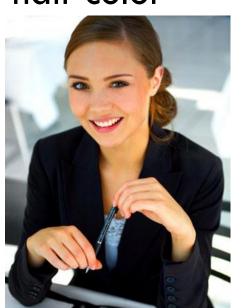




## Appropriate Attire

Clean, well groomed with normal hair color





## Inappropriate Attire

Dirty, sloppy with absurd hair color or style and visible tattoos



#### Interview Attire for Teens





Be sensible. If you don't think the position requires

conservative formal dress, visit the company and

observe what is acceptable...

## The Whole Package!



## The Questions!!!

#### "Tell Me About Yourself."

Not really a question so be prepared!

- This response needs ORGANIZATION.
  - Expect the question and be prepared with an intelligible response
- Relate your response to the NEEDS OF THE INTERVIEWER...
  - The don't give a rip about you relatives, etc.

## Describe Your Personality...

- Are you a leader?
- Are you shy?
- Are you analytical?

 Come up with 5 words to describe you and live by them! (talk about them)

#### Some Positive Traits...

Precise, Methodical, Organized, Rational, Detail Oriented, cooperative, Dependable, Warm, Listener, Negotiator, enthusiastic, Persuasive, Outgoing, Positive, Communicator, Persistent, Independent, Decisions Maker, Effective, Strong Willed.

Stay away from clichés: "go getter!"

## When answering questions...

- Be positive!
- Use examples to back up your statements
- Avoid slang or fillers (be eloquent)
- Use proper grammar
- Turn weaknesses into strengths (practice)
- Use first person in the active voice!

## Closing the Interview...

- Clarify the next step
- Arrange a follow-up
- Thank the interviewer
- Send a thank you letter

# Every time you interview, your skills become stronger!

(Never pass up the chance at an interview!)

## Follow-Up!

- Document notes about the interview...
- This will help with next time or a second interview with the company.

## You're hired!