



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**
2. **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!