Professional Interviewing
Prepare & Be Confident

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Considerations:

1) Interviewing is a learned skill
2) Prepare like an exam
3) BEFORE
   • Skill Identification
   • Do Your Research
   • What to Bring
   • What to Wear
   • Schedule a Mock Interview
4) DURING
   • Breathe
   • Preparation will help you
   • Think of it as a learning experience
5) AFTER
   • Send a Thank You Note
   • Check status of Application (after 1 week)
Before the Interview: Skill Identification

1) Relevant Skills (examples):
   - Technical
     computer software, clinical
   - Communication
     interpersonal, building rapport
   - People
     teamwork/collaboration, leadership
   - Problem-Solving
     analytical, critical thinking

2) Related Experience

3) Find these with research:
   - Job Description
   - Career Field
   - Occupational Outlook Handbook (online)
Do Your Homework

Company/Organization history
- Facts and key people
- Types of products/services offered
- Main competitors/Target market
- Suppliers/Affiliates
- *Mission, vision, values*
- Current Events
  - Awards they received?
  - Expansion?

Info. about Career Field
- Trends
- Buzz words
What to Bring

• 2–5 copies of your resume
  • 1 to 1 interview
  • Panel Interview
• Arrive 10–15 minutes early, check travel time before
• Briefcase or portfolio
• Bring your energy/enthusiasm/smile!
• Do **NOT** bring:
  • Cellphone/tablets/iPads, etc.
  • Backpack
  • Large purse
DON’T

- Sunglasses on head
- Poorly groomed
- Baggy jacket
- No tie
DON’T
DON'T
WHY NOT?
What to Wear: Men

Prepare BEFORE:

- **Suit/Blazer:**
  - Charcoal, Navy or Black
- **Shirts:**
  - Button down, long sleeve light colors, pressed
- **Shoes:**
  - Well-Polished, black or brown leather
- **Ties:**
  - Solid, small print, conservative
- **Misc.:**
  - Cover tattoos, socks match slacks/shoes, clean shaven, no cologne
What to Wear: Women

Prepare BEFORE:

• Suit: grey, navy, black
• Skirts: $1 bill width above knee
• Shirts: white or pastel blouse, conservative neckline
• Shoes: polished, closed toe with low heels (tours?)
• Misc.: small accessories, subtle makeup, nails neat with no or neutral polish, no perfume
• Cover visible tattoos
DO
DO
Izzy’s Interview Closet

• Borrow a suit!!
• $5 DEPOSIT
• Men’s/Women’s Suits
• We’ll help you😊
Schedule a Mock Interview

Practice makes Perfect!
Meet with your Career Counselor (Me!) to do a mock interview

• Get interview practice
  • Related to the field/position
• Practice answering
• Get feedback from your counselor
About Interview Questions

Types:

Traditional
- “Tell me about yourself.”
- “What is your greatest weakness?”

Behavioral
- Tell me about a time when you had to complete a task while under pressure
- Give an example of when you had to work with difficult person

Your Questions
- Prepare before
- Acceptable or not
Things to Remember

- **Professional Hand Shake!**
- **Think: What would be the purpose of this question?**
- **Bring questions to ask @ end of interview.**
- **OK to ask for clarification about a word, repeat the question, buying some thinking time, etc.**
- **Body language (eye contact, posture, facial expression, etc.)**
- **Be organized in your answers. Don’t ramble!**
- **They want to hear your critical thinking strategies (give background but not life story.)**
- **Use the opportunity to have fun and shine!**
After the Interview:

Follow-Up!!!!!!!!!!!!

• Send a thank you note/email
• Check status in one week
• Keep file(s) of your applications
  • Job Title
  • What was submitted, when
  • Track communication
Thank You Letters

Send a thank you letter within 24 hrs.:

- Demonstrates professional etiquette
- Makes you stand out
- Can be the deciding factor
- Email or handwritten
  - Take thank you cards with you and submit immediately
Questions?

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Services:
• Resume & Cover Letter Reviews
• Mock Interviewing
• Career Exploration
• Job Hunting
• Career Fairs
• Izzy’s Closet