



# CVHS Senior Internship

## Interviewing

---

---



# Research the Organization

- Visit the organization's website
  - Talk to someone who works for the organization
-



---

# Interviewing Basics

- ❑ **Employers form opinions in the first 30 seconds of an interview**
  - ❑ **There are no second chances to make a first impression when it comes to an interview**
  - ❑ **80% of communication is non-verbal**
-

---



# General Appearance

- Select neat, clean, well pressed clothes**
  - Wear conservative colors and clothes**
  - Practice good hygiene**
  - Cover tattoos and remove piercings**
  - Show natural appearing hair color**
-



---

# Female Appearance

- **Dress appropriate for the job**
    - **Wear dark solid colors**
    - **Avoid shorts and short skirts**
    - **Avoid skimpy tops that show cleavage**
    - **Avoid bare backs, midriff and shoulders**
    - **Avoid trendy clothes and excessive jewelry**
    - **Use natural appearing make-up**
-

---



# Female Appearance

- **Appropriate, well maintained shoes**
    - **Wear closed toe shoes**
    - **Avoid strappy, open toe sandals**
    - **Avoid flip flops and tennis shoes**
-



---

# Male Appearance

- Dress appropriate for the job
    - Pressed khakis or dark pants
    - Belt
    - Collared white or light colored shirt
    - Tie
    - Leather shoes
    - Dark socks
-

---



# Body Language

- Maintain eye contact**
  - Smile when you are greeted by the interviewer**
  - Maintain erect posture; avoid slouching**
  - Sit still in your seat; avoid fidgeting**
-

---



# Handshake

**A critical gauge of confidence**

- ☐ Extend full hand**
  - ☐ Make immediate eye contact**
  - ☐ Smile**
  - ☐ Shake firmly for no more than 2-3 seconds from elbow, not shoulder**
-



---

# Manners

- Be punctual
  - Sit when invited
  - Remove chewing gum prior to interview
  - Go to interview alone
  - Address interviewer by name using title - Dr., Mr., Mrs.
  - After the interview, make eye contact, offer a firm handshake and thank the interviewer
-



---

# General Guidelines for Answering Interview Questions

- ❑ Respond to questions by giving specific examples to back up your answer
  - ❑ Ask for clarification if you don't understand the question
  - ❑ Be thorough, but concise in your answers
  - ❑ Be honest and be yourself
-

---



# General Guidelines for Answering Interview Questions

- ❑ Avoid using “you know”, “stuff” and other slang words
  - ❑ Exhibit enthusiasm and a positive attitude
-

---



# The Last Question Asked

- ❑ Many interviews end with the question – Do you have any questions?
  - ❑ Be prepared to ask at least 1 question related to the organization or the specific internship position.
  - ❑ Use the information gained from organization research
-

---



# Before An Interview

- Practice handshaking
  - Find appropriate clothing for a interview
  - Practice answering commonly asked interview questions
-