SUCCESSFUL INTERVIEWING

Career Opportunities & Employer Relations (COER)
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Career Opportunities & Employer Relations
The Origins of the Job Interview
Interviewing Do’s

- Research the employer before applying!
- Do a SWOT Analysis on yourself
- Most employers utilize behavioral interview questions
- Utilize key words
- Dress professionally
- Prepare 2-3 questions for the recruiter
- Have a nice portfolio/padfolio with you
Arriving Late
Not trying on suit – dressing inappropriately
Talking negatively about past employers/professors
Appearing disinterested in the job
Not researching the company
Not being prepared
Not asking questions
Talking too much – not focusing on questions being asked
Discussing salary or benefits too soon
Not sending a Thank You note
Communication

Non-Verbal

• Body language
• Posture
• Facial expressions
• Eye contact
• Handshake
• Listening skills
• Mannerisms
• Name tag
Interviewing Dress Tips

- Monitor perfume/cologne
- Check for stains, missing buttons, hems
- Press all garments
- Polish shoes
- Clean fingernails
- Rule of 13 accessories
Telephone Interviews

- Use land line
- Peaceful location
- Have resume & job description within sight
- Don’t put employer on “hold”
- Be mindful of your verbal communication
- What image are you projecting?
WebCam/Online Interviews

- Quiet location
- COER has a webcam
- Make sure technology is working
- Practice setting it up
- Dress professionally
- Have resume, cover letter, job description handy
- Prepare as you would for an in-person interview
- Beware of non-verbal cues
Professional Ethics

- Interview genuinely
- Adhere to schedules
- Don’t keep employers hanging
- Accept a job offer in good faith
- Withdraw from recruiting when job search is complete
- Write thank you notes!
What Employers Want

<table>
<thead>
<tr>
<th>NACE Job Outlook</th>
<th>Missouri S&amp;T Employers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Teamwork</td>
<td>1. Communication Skills</td>
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<tr>
<td>2. Leadership</td>
<td>2. Internship/Co-op Experience</td>
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<tr>
<td>3. Communication Skills</td>
<td>3. GPA</td>
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<tr>
<td>4. Problem Solving Skills</td>
<td>4. Leadership</td>
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<tr>
<td>5. Strong Work Ethic</td>
<td>5. Attitude</td>
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<tr>
<td>7. Initiative</td>
<td>7. Company Fit</td>
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<tr>
<td>8. Technical Skills</td>
<td>8. Technical Knowledge</td>
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<tr>
<td>10. Organizational Ability</td>
<td>10. Extracurricular Activities</td>
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Additional Student Services

Resume Reviews
Practice Interviews
Professional Development Workshops
Employer Sponsored Events
Free Suit Closet
Etiquette Dinner
Individual Advising Sessions
GoinGlobal
MinerJobs
COER Team

Edna Grover-Bisker, Ed.D
Director

Julie Pittser
Associate Director

Adrienne Neckermann
Assistant Director

Cindy Welch
Career Advisor

Shristy Bashyal
Career Advisor

Hilary Jenkins
Fiscal Assistant

Colleen Kapeller
Recruiting Assistant

Sara Earl
Recruiting Assistant

Gail Best
Secretary
Thank You!

Q & A

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