



Interview to Win

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Rollins Career Services Staff Fox Day



Interviews

- After submitting your resume
 - Employer evaluates resumes & selects candidates
 - Phone interview or screening may be conducted
 - In-person interview may be scheduled

- Interview Timing
 - Immediate
 - Upon your arrival into the Winter Park area

Prepare for Your Interview

Research

- o Expand your knowledge of the department
 - o What they do
 - o Who they serve
- o Learn everything you possibly can about the job
- o Think about how this new information fits YOU -- your interests, abilities, and goals!

Dress

o Business Casual



Non-Verbal Communication

- o Handshake
- o Smile; natural expressions
- o Listening
- o Posture
- o Eye contact
- o Arms, hands, and gestures
- o Manners

Interviewing Process

- o Find out who will interview you; research them
- o Confirm when you should arrive (and the location)
- o Prepare for questions you may be asked
- o Prepare questions to ask about the job
- o Turn OFF your cell phone
- o Show respect and courtesy to everyone you encounter

- o Practice being an Interviewing STAR!

Common Questions or Prompts

- o Tell me about yourself.
- o What are your top strengths?
- o What are your weaknesses?
- o How did you choose Rollins?
- o What major have you chosen and why?
- o What is your greatest accomplishment?

STAR time!

- o The STAR method simply provides a logical framework to answering any behavioral or competency-based question.
- o Use examples of past successes to help showcase how you will perform in a future job.
- o Keep it Positive!

STAR time (continued)!

Develop a list of your successes as they relate to skills sought by many employers:

- o Decision making and problem solving
- o Leadership and Team building
- o Motivation
- o Communication and Interpersonal skills
- o Planning and Organization
- o Critical Thinking skills
- o Ability to influence others

Responding to Questions

Tell me about a time
when you dealt with a difficult customer.

- o STAR

- o Situation: describe the specifics of the situation
- o Task: what needed to happen?
- o Action: what did you actually do?
- o Result: what happened as a result of your actions?

Wrapping up the Interview

- Have questions ready for the interviewer
- Ask for a business card so you can follow up
- Ask what the next steps are in filling the position
- Thank your interviewer for taking the time to talk with you
- Within 24 hours, use the information on the business card to address a well-crafted thank you note
 - Email or send via U.S. Postal Service
 - Hand-deliver to the department

Tips from a Current Student

Successfully employed in on-campus and off-campus jobs, Mercedes Gosnell recommends:

- o Conduct a mock interview with OCS; it helps to practice!
- o Plan for more than enough time to get to the location. You never know if there will be a traffic jam or if you'll get lost.
- o When you shake hands, make sure it's firm but not overbearing.
- o Be friendly and polite to everyone; they may talk to the Hiring Manager about you.

Additional Resources

- o Career Services website includes...
 - o How to research and prepare
 - o What to wear
 - o First impressions
 - o Tips on answering questions
 - o Questions to ask the interviewer
 - o Appropriate follow-up after the interview
- o Additional Career Services website tools...
 - o R-CareerLink (*InterviewStream*)
 - o Webinars (see Student Webinars, Event Calendar)

Common Questions

Interview to Win Webinar

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Rollins College Office of Career Services
170 W. Fairbanks, 1st floor
<http://www.rollins.edu/careerservices>
407-646-2195

View PowerPoint presentation and handouts on the website



Good luck with your interviews!

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