

Interview Tips: CareerBuilder

CareerBuilder (Internet job search site) surveyed employers about mistakes job seekers make during job interviews and tips for successful interviews. Here are the most common interview mistakes:

- 62% Appearing uninterested in the job and company during the interview
- 53% Not dressing correctly for the job interview
- 53% Acting arrogant (putting others down) during the job interview
- 50% Talking negatively about current or past supervisor
- 49% Answering cell phone or texting during interview
- 39% Know nothing about the company
- 33% Not giving examples of work experience, skills, and strengths when asked



Employers say that communication is more than simply words. Employers listed the worst body language (how you act) mistakes made during job interviews:

- 70% Failure to look at the interviewer or make eye contact with the interviewer
- 44% Failure to smile during the job interview
- 35% Bad posture when walking into and while sitting during the job interview
- 35% Fidgeting too much in one's seat during the job interview
- 29% Playing with something on the table or interviewer's desk
- 27% Handshake that is too weak
- 24% Crossing one's arms over one's chest while talking to interviewer
- 24% Playing with one's hair or touching one's face during the interview



Rosemary Haefner, Vice President of Human Resources at CareerBuilder said, “A job interview can be one of the most nerve-wracking experiences out there, so it is important to **plan and practice**. Have a friend talk through a mock (practice) interview with you, asking questions you think will come up and some curve balls questions you are not expecting. Research the company ahead of time to understand its products. Write answers to interview questions explaining your experience and skills”.

The most common surprise questions that employers like to ask include:

Why do you want to work for this company?

- Say something good about the company and products. Then, connect your skills and experience with the skills and experience needed for the job opening. Say how your skills and experience will help you be a good worker in this job.

How would your best friend describe you?

- Answer this question with positive traits that describe you as a good worker for the job opening. **Be prepared** by sharing your answer with a friend before the interview because the **interview might say**, “May I have the phone number of your best friend to call and see how they describe you?” Then the employer looks at your face to see if you are calm or stressed as the friend is called.

How do you get rid of stress?

- Interviewer is looking for positive suggestions (such as exercise, sports, or hobby) from you rather than saying that you use drugs or alcohol for stress.



How do you keep your life organized?

- Say you use a planner, electronic calendar, or daily list of “things to do” to keep organized. This proves that you are reliable and responsible.

What 3 goals have you achieved in the last year?

- Be prepared to list 3 classes completed and/or skills learned during the last year.

How do you deal with conflict?

- Sample answer: "I try to get along with everyone. If there is a conflict, I try to respect other people and listen to their points of view. Then, I try to talk to reach a solution together to solve the issue."

**What experiences or skills will make you a good worker in this job?**

- List your skills gained from sports teams, school clubs, hobby, volunteer, and paid work experience — in addition to skills learned in your classes such as computers, drafting, electronics, or creative writing.

What are your short-term and long-term goals?

- Do not say, "I don't know" or make up fake goals during the interview. Short-term goals are what you plan to do and learn next year — "I plan to get good grades during my senior year in high school and learn Graphic Arts skills." Long-term goals are what you plan to do after next year — "After high school graduation, I plan to enroll in our city's community college with a Nursing major." Remember that your goals need to fit the job. If you interview for a job in June, you cannot say that you plan to move out of state in August unless the job opening is only for June and July.

**7 Quick Rules for successful job interviews:**

1. Do your research to understand the company's products and job opening duties.
2. Look sharp and dress for the type of job for which you are applying.
3. Be prepared by bringing your resume. Be prepared by practicing answers to interview questions.
4. Be on time for the job interview.
5. Be enthusiastic. Show that you want the job by good eye contact, smile, and a firm handshake.
6. Listen to the interview questions. Answer the question asked.
7. Know how to talk about your school activities, volunteer experience, work experience, and skills.

QUICK CHECK:

1. List the top 5 common interview mistakes.
2. Communication is more than what?
3. List the top 3 worst body language (how you act) mistakes made during job interviews.
4. According to Haefner: a) What is important? b) What should you have a friend do? c) What should you research ahead of time? d) To what should you write answers?
5. Connect your skills and experience with what?
6. a) Write down your answer to the question: **How would your best friend describe you?** b) What do you do to "be prepared"? c) What might the interviewer say? d) Why will the employer then look at your face?
7. What can you say you use to keep organized?
8. Write down a sample answer for the question: **How do you deal with conflict?**
9. List your skills gained from what 6 things?
10. Write down your answer to the question: **a) What are your short-term goals? b) What are your long-term goals?**
11. Do research to understand what 2 things?
12. For what do you dress?
13. List 2 ways to be prepared.
14. List 3 things to do to show you want the job.
15. a) Listen to what? b) What do you answer?
16. About what should you know how to talk?
17. Pretend that you are an employer. a) Write down 3 interview questions you would ask job seekers. b) Write down a good answer for each of your 3 interview questions.