Interviewing for a Job and Preparing Employment Messages

Business Communication, 15e
Lehman and DuFrene
In which kind of interview have you participated?

1. One-on-one interview
2. Group interview
3. Virtual interview
4. Stress interview
Preparing for an Interview

- Research the _________ and position
- Study _________ to identify how your _______________ match the job
- Be ready to provide clear, specific __________ of your qualifications
- Plan a professional __________
- Plan your _____ and ________
- Practice
What sources would you use to research a company for a potential job interview?

1. Company website
2. Company annual report
3. Trade publications
4. Current employees
## Researching a Company and a Position

### Company Information
- Name, status in industry, latest stock quotes
- Recent news or developments
- Scope and corporate officers
- Products and services

### Position Information
- Job title/requirements
- Probable salary range
- Career path
Conducting a Successful Interview: The Beginning

- Use the interviewer’s _____ and ___________ it correctly
- Apply a firm ______________
- Wait to ask to be __________
- Make appropriate _____ _______
- Be conscious of ___________ messages
Exchanging Information

- List five or six key points you want to emphasize
- Answer standard and behavioral interview questions
- Demonstrate logical thinking and creativity
- Display a professional attitude
- Know about salary and benefits
- Recognize possible discriminatory questions
Skills Needed: Balance of Hard and Soft Skills

**SOFT SKILLS**
- Your Emotional Intelligence
- Communication skills
- Team skills
- Flexibility
- Creativity and entrepreneurial ability
- Ability to cope with responsibility
- Social sensitivity
- Interest in lifelong learning

**HARD SKILLS**
- Discipline-specific skills
- Technical skills
- Skills related to the 3 Rs
Standard Interview Questions

• Tell us about yourself.
• What are your career plans (short and long range)?
• What led you to select your college major?
• What are your greatest strengths? Weaknesses?
• What interests you most about this job?
• What determines a person’s progress in an organization?
• Why do you want to work for us?
• Why should we hire you?
Behavioral Interview Questions

- Describe a time when you
  - worked well under pressure.
  - worked well with others.
  - organized a major project.
  - solved a major problem.

- Describe something you have done that shows initiative and creativity.

- How have your extracurricular activities and/or work experience prepared you for work in our company?

- Tell me about a time when you faced frustration. How did you deal with it?
Sample Interviewee Questions

• What is a typical day like in this job?
• With what type of people would I be working?
• Why do you need someone for this job?
• How many people have held this job in the past five years?
• What advice do you wish you had been given when you were starting out?
• When do you expect to make your decision about the position?
Other Employment Messages

- Application forms
- Follow-up messages
- Thank-you messages
- Recommendations
- Job-acceptance messages
- Resignations
- Job-refusal messages
Dear Mr. Franklin:

Recently I applied for an audit staff position at Foster & Daniel and now have additional qualifications to report. The enclosed, updated résumé shows that I have passed the Auditing and Practice and Law sections of the CPA exam; I will take the final section at the next sitting. In addition, the internship I’ve just completed with Smith & Lewis, CPAs, has enhanced my formal education and confirmed my interest in working as an auditor.

Mr. Franklin, I would welcome the opportunity to visit your office and talk more about the contributions I could make as an auditor for Foster & Daniel. Please write or call me at (512) 555-9823.

Analysis

Formats as formal business letter, but could have been sent electronically to mirror previous messages

States main idea clearly and identifies position being sought

Refers to enclosed résumé; summarizes further qualifications

Assures employer applicant is still interested in job
Thank you for the opportunity to visit Viking Range for a plant interview yesterday. I enjoyed meeting you and appreciated the plant tour and the opportunity to learn about the exciting research efforts underway at Viking.

Viking’s success in developing higher quality products than its competitors after such a short time in the refrigeration market is impressive. Additionally, I was impressed with the many friendly, enthusiastic employees who were willing to share with me their knowledge and commitment to Viking.

After visiting your plant on Thursday, I am confident that my interest and previous experience in research and development at the DIAL labs in Starkville would allow me to contribute to Viking’s important research efforts in the refrigeration area while gaining valuable real-world experience.

Mr. Fann, I am eager to receive an offer from Viking for the co-op position. If you need additional information in the meantime, please call me.

Analysis
States main idea of appreciation for interview and information gained

Includes specific points discussed during interview

Assures employer of continued interest in position

Politely reminds employer that applicant is awaiting reply