

Glencoe/McGraw-Hill Podcast Script

Title: Interviewing Strategies

Date: 12/18/06

Version: Revision

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| Section | Topic Copy | Notes |
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| 1 | <p>ANNOUNCER</p> <p>Welcome to Glencoe’s <i>Succeeding in the World of Work</i> podcast series... You’re listening to <i>Work Talk</i>...</p> | Music underlay |
| 2 | <p>SFX: Audio montage will fade in from Glencoe intro and play under beginning of host intro...</p> | |
| 3 | <p>HOST/KELLY MATTHEWS</p> <p>Hello and welcome to <i>Work Talk</i>—where you get the news and information you need to make the <i>most</i> of your future—I’m Kelly Matthews. Today’s topic? The all-important job interview. Joining us today is Human Resources consultant Robin Parks, author of an upcoming book about finding and getting a job. Robin will answer questions about this crucial step to success in the world of work. Robin, thank you for being with us.</p> <p>ROBIN</p> <p>It’s a pleasure to be here.</p> <p>KELLY</p> <p>What would you say is the most important thing for new job applicants to keep in mind when going in for an interview?</p> <p>ROBIN</p> <p>Well I think we all know the basics about hygiene and grooming. I don’t think anybody’s going to show up for a job interview wearing shorts and a T-shirt—unless maybe you’re applying for a job as a lifeguard. You should always dress in a way that is suitable for the job. Most of the time, it is better to be a little overdressed than underdressed. Just make sure that your clothes are neat, clean, and pressed.</p> <p>KELLY</p> <p>So let’s say that someone who is going to an interview is wearing the</p> | |

perfect clothes and having a great hair day. What then?

ROBIN

The interviewer will begin to evaluate you as a potential employee the second you meet. So the first thing you want to do is make eye contact and offer a firm handshake. And even before you meet the interviewer, you should confirm that person's job title and make sure you know how to pronounce his or her name.

KELLY

Okay, so you're sitting across from your interviewer. Now what?

ROBIN

We're getting a little ahead of ourselves, Kelly. Before we get into specific question-and-answer strategies, I want to stress how important it is for job candidates to have done as much research as possible before they walk into that office. The more preparation you do, the less stressful the interview is going to be, and the more impressive *you* will be.

KELLY

Would you please explain to our listeners what you mean by *research*?

ROBIN

Research includes learning everything you can about the company. And there are lots of ways to do that. Go to the company Web site, read up on recent magazine or newspaper articles about the company. If possible, talk to people who already work there. You want to know *what* this company does, *who* are the company's customers and competitors, and *how* the company treats its employees.

KELLY

Researching the company ahead of time might also steer you away from that particular company too, right?

ROBIN

It may indeed. But that's a good thing. If this is a company that doesn't fit in with your career goals, or might be in financial trouble, or has high employee turnover—that is, they have a hard time keeping employees—you might want to reconsider applying for a job there. But I would suggest that any opportunity to interview is good for you. It's just good experience.

KELLY

Okay... we hear a lot of talk about having a positive attitude in an interview. What exactly does that mean?

ROBIN

It means showing self-confidence, showing that you are eager and enthusiastic, and being positive about yourself and others. Avoid criticizing former jobs, employers, or coworkers. Focus on the good things you have learned from past experiences and what you can do for your employer. Believe me, Kelly, a positive attitude can be extremely important to a potential employer. A good attitude shows that you are willing to work and that you can get along with others.

KELLY

Okay I want to give our listeners a chance to ask some questions now... We have a caller from Bethesda, Maryland who is getting ready for her second job interview. Hello Gabriella, go ahead—you are on *Work Talk*.

GABRIELLA

Hi, thank you for taking my call. I wanted to ask Ms. Parks how I can better prepare to answer the interviewer who says: “Tell me about yourself.” It seems so simple, but I stumbled through that one in my first interview and ended up talking about my cat.

ROBIN

Well, if you were applying for a job at a pet store, I’d say that was a smart strategy, otherwise, your cat probably has little to do with your qualifications. The interviewer is looking for a quick overview. Keep in mind that what they’re really asking is, “Tell me about your professional self.” The best way to answer this is to give a brief summary of your work-related career so far, focusing on specific accomplishments. For example, if you are applying for a sales job, you might say something like this: “My first job was as an assistant receptionist at XYZ Corporation, and I was promoted to receptionist just three months after I graduated from high school. I worked my way up to sales manager for the Northeast while attending community college. I doubled sales in the Northeast, and brought in ten new clients in my first quarter.”

KELLY

Wow! That *is* specific.

ROBIN:

Open-ended questions such as “Tell me about yourself,” are common, so it is a good idea to prepare a statement that highlights your strengths, talents, and skills. You want tell the interviewer who you are and why they should hire you—like a commercial for yourself. And like a commercial, keep it short—your statement should be about 30 seconds long.

KELLY

Is it a good idea to anticipate any and all questions you might be asked?

ROBIN

Absolutely. And even if those questions aren't asked, you'll feel more confident just knowing you're ready.

KELLY

What are some other common interview questions?

ROBIN

"What are your greatest strengths?" comes up a lot, so prepare a list of what attributes you have that the employer might want in an employee. And be ready to be honest about your *weaknesses* too, because the interviewer may ask you what those are next. But, when talking about your weaknesses, be sure to follow up by explaining what you have done to correct them.

Another popular question is: "Where do you see yourself in five years? Ten years?" So be honest, think about the question, and have an answer ready. "I'd like to be managing a sales team." Or, "I'd like to be a top salesman." Or, "I'd like to be Vice President of Marketing in 10 years."

KELLY

We have Justin from Phoenix, Arizona with us. Go ahead, Justin—you are on *Work Talk*.

JUSTIN

Hi... I have an interview with a company next week and I'm worried I don't have enough experience. I just graduated from a great technical school, but I've only worked in my field as an intern.

ROBIN

Lack of experience can be a problem, but one you can overcome. Internships are actually terrific ways to gain experience, so emphasize the work you did and the skills you learned and used during the internship. You can also prepare a list of the qualities you possess that will make up for any lack of experience. Remember that while having experience is fantastic, potential employers are often looking for more than just experience, so don't get discouraged.

KELLY

I think enthusiasm is very important, too. We're all inexperienced when we first join the workforce. I had to convince my bosses here that even with all my study and preparation, I was ready to host this show, even though I had never hosted my own show. I eventually convinced them.

ROBIN

And look at what a great job you're doing! I'm sure your bosses are very pleased they let you convince them.

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| | <p>KELLY They will not be pleased however if we don't take a quick break here. We'll be right back with more questions for Robin Parks.</p> | |
| 4 | <p>ANNOUNCER You're listening to Glencoe's <i>Succeeding in the World of Work</i> podcast.</p> | Music break |
| 5 | <p>KELLY We're back and we're talking with Human Resources expert and author Robin Parks, about devising the best interview strategy for you. We have a caller now from Lincoln, Nebraska. Chris, you're on <i>Work Talk</i>.</p> <p>CHRIS Hi. Thanks. I'm interviewing next week for an entry-level job with a bank. I want to do whatever it's going to take to land this job! But my dad wants to do a practice interview with me. I think that's kind of silly.</p> <p>ROBIN A practice interview is a great idea. It gives you a chance to practice your answers and make sure they are clear and concise. Have your dad ask a range of questions and be very professional. In fact, I would even wear what you plan to wear to the interview. I even advise some people to do a practice interview while looking in the mirror, or record themselves on video. In this way, they can answer questions while they're looking at themselves so they can watch their body language. So your dad is right on target.</p> | |
| 6 | <p>KELLY We're just about out of time, Robin. Let's do a quick checklist of what people should remember going into an interview.</p> <p>ROBIN Good idea. Okay, number one: Do your research. Know everything you can about the company where you want to work.</p> <p>Two: Be prepared for any question you might be asked. The tough ones and the easy ones. Write out your responses and then refine them. Practice interviewing with a friend or family member. And keep your answers smart and short.</p> <p>Three: Be positive!</p> <p>Four: Watch your body language. Give a firm handshake when you meet anyone and maintain eye contact throughout the interview.</p> | |

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| | <p>Five: Make sure you have your own personal commercial prepared. Be ready to explain to somebody who has never met you why you are the best person for the job. Sell yourself.</p> <p>Let me just finish up by saying this: What an interviewer wants from <i>you</i> is for you to inspire confidence in <i>them</i>. They want to trust that you can do the job! And the best way to <i>show</i> confidence, and to <i>feel</i> confident—is to <i>be prepared</i>! And that means following the steps we’ve discussed here today.</p> <p>KELLY Great advice from someone who knows. Robin Parks, thank you for sharing your wisdom with us today.</p> <p>ROBIN Thank you for having me.</p> <p>KELLY And thanks to all of our listeners. Tune in again next time for <i>Work Talk</i>. I’m Kelly Matthews.</p> | |
| 7 | <p>ANNOUNCER You’ve been listening to Glencoe’s <i>Succeeding in the World of Work</i> podcast series. Join us again next time for <i>Work Talk</i>.</p> | Music break |