

# Rock the Interview

Susan Fangman, FCS Agent  
K-State Research & Extension-  
Shawnee County  
sfangman@ksu.edu

# The Job Interview

You have to sell yourself by the way you look and the way you act as well as the qualifications you present.

# First Impressions

- You have 3 seconds to make a good first impression
- Impressions are based on your
  - Appearance
  - Body language
  - What you say and how you say it

What is your first impression saying about you?

**“You never have a second  
chance to make a first  
impression”**

# Appearance

- **Dress about one level above what you would wear to work**
  - It is better to overdress than underdress
- **Wear clothing that is clean and pressed**
- **Minimal jewelry**
- **Shower and be well groomed**
- **Go light on the cologne/perfume**
- **No gum chewing**

# What Not to Wear

- **No flip-flops**
- **No hats**
- **No visible underwear (including bra straps, boxers)**
- **No spaghetti straps, strapless tops, or bare midriffs**
- **No shirts with offensive words/pictures**
- **No tight fitting clothing**
- **Depending on your workplace consider covering tattoos and removing piercings**

# Social vs Professional Appearance

What you wear off the job or socially doesn't have to be (and probably shouldn't be) what you wear to work.

## Do Your Research

“Before everything else,  
*Getting Ready* is the secret  
of success.”

-Henry Ford



# Do Your Research

- **Review the job description**
- **Learn all you can about the prospective employer**
  - **Research the organization's website**
  - **What are their salary ranges?**

# Practice, Practice, Practice

- Review commonly asked interview questions
- Record yourself to practice
- Eliminate filler words such as “um”, “like”, and “you know”
- Practice speaking slowly and clearly

# Assemble All Necessary Papers

- **Resume/References**
- **Drivers License**
- **List of questions you want to ask**
- **Sample of work if applicable**

# What to Expect

Interviews may vary in format:

- **One-on-one Interview**
- **Panel Interview**
- **Group Interview**
- **Phone or Skype Interview**
- **Interview over a meal**

# What to Expect

**Some employers use the following strategies as part of their interview process. You may be asked to:**

- **Submit or evaluate a writing sample**
- **Give a presentation to the interview committee**
- **Take an assessment to evaluate potential fit**
- **Engage in an active simulation**

# The Interview

- **Arrive early- but not too early**
- **Go alone**
- **Greet the interviewer, offer a firm handshake**
- **Be pleasant and friendly, but businesslike**
- **Do not chew gum**
- **Let the employer control the interview**
- **Avoid being a yes or no applicant**

# The Interview

- **Maintain eye contact**
- **Stress you qualifications**
- **In discussing your previous jobs avoid criticizing former employers or fellow workers**
- **Show confidence!**

# The End of the Interview

- Usually concludes with an opportunity for you to ask questions
  - When might a decision be made?
- Thank the interviewer and send a follow-up thank you letter
- When you leave make notes



# Resources:

- **Essential Living Skills: Job-Ready Skills**  
<https://www.bookstore.ksre.ksu.edu/pubs/S134A.pdf>
- **Dressing Professionally on a Budget**  
<https://www.bookstore.ksre.ksu.edu/pubs/MF2881.pdf>