



YORK COLLEGE
CAREER
SERVICES

Interviewing



TOPICS

- Behavior Rules
- Appearance Matters
- Responses

Rule of Thumb

- Greeting
- Walking
- Talking
- Concluding

“Let
the interviewer
lead”



SHAKING HANDS

- Wait for interviewer to extend hand first
- If no hand-shake offered, do not initiate one
- Firm handshake, however do not crush the other person's hand
- Avoid limp hand shake

Walking - FOLLOW THE LEADER

- Do not walk ahead or completely side-by-side of interviewer
- Sign of submission / teach-ability on your part
- Follow closely behind:
 - Your head should be visible if interviewer turns his head slightly to address you



Follow interviewer

- Allows interviewer to direct & maneuver without you getting lost
- Avoids awkward indecisions because there is a clear leader
- Accept interviewer's invitation to go through a door/narrow area first



BEHAVIOR- SITTING

- **SITTING:**

- Wait for interviewer to offer you a seat
- If no offer is made, take a seat a moment after interviewer sits

- **POSTURE:**

- Sit back in chair comfortably
- Avoid slouching or sitting on edge of seat



EYE CONTACT

- Relax your eyes, be natural
- Confident eyes= you have nothing to hide, sure of yourself
- Maintain eye contact but do not stare at interviewer
- You can look away from interviewer occasionally but do not have shifty eyes

APPEARANCE



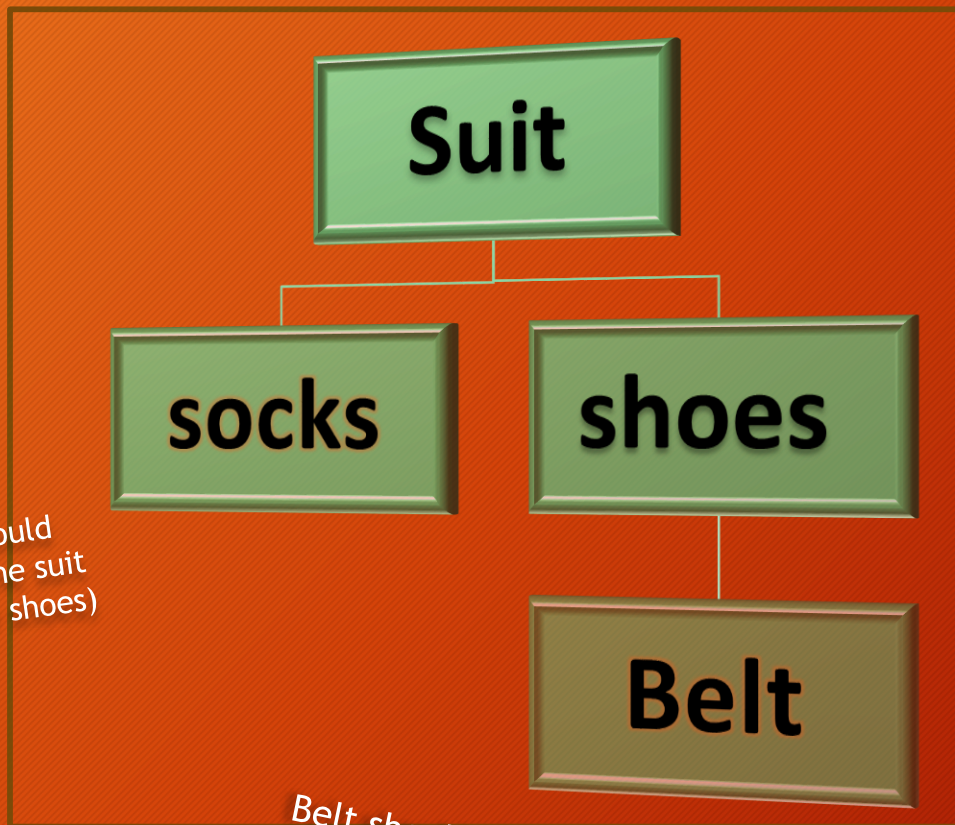
- **Men:**

- Suit: single-breasted;
- black/navy
blue/gray/pin-striped
(double-breasted is for
formal occasions:
weddings)

Business Professional for Men



MATCHING THEORY



Socks should match the suit (not the shoes)

Belt should match shoes





APPEARANCE

- **MEN:**

- Keep facial or head hair neat
- Light cologne, after-shave or bath soap
- **Jewelry:**
 - Necklaces - tuck into shirt
 - Avoid wearing any jewelry unless it is a wedding ring, class ring or watch.



Anatomy of An Outfit

- close, neat shave
- light blue shirt
- tie pattern stronger than shirt
- shirt & tie have common color
- navy blue, pinstriped
- shirt cuff showing slightly





Efficient & Focused

Women's Attire:

- Suit:
 - *Preferred colors:*
 - Black / navy blue / pin stripe / grey / tan
- Blouse: white, light blue
 - No cleavage or see-through styles
- Skirts:
 - Should cover your thighs when you are seated.

Women

- Stockings:
- No fishnets, patterned hosiery
- Stick with neutral color hosiery that complements your suit.
- Shoes: match suit
- No open shoes or sandals
- Perfume: go easy; try not to fill room with odor
- Distinguish between: festive/professional/church styles





Jewelry, make-up

one set earrings (studs are best option) not dangling

Necklace: an understated strand

Rings /bracelets: one ring per hand

Hair - natural hair colors, Keep hair away from face

Make-up: Aim for natural look

Manucured fingernails, avoid bright or specialty polishes





What not to wear

- Sunglasses / earplugs: off of head and unseen
- Facial piercings, tongue jewelry or visible tattoos
- Take off the hat
- Carrying a backpack or fannypack instead of a briefcase or portfolio: Some image consultants suggest women ditch their purse, too!
- Perfumes: avoid or very light (some persons are allergic to synthetic odors)

“Interviewing is about communication, and your appearance is the first communication you express.”



Preparation

- **RESEARCH THE COMPANY**
 - Website: What they do (product / service)
 - Read ‘values’ / mission statement / ‘about us’
 - What are the job requirements
 - **PREPARE ANSWERS TO COMMON QUESTIONS**
 - “Tell me about yourself.”
 - “Why should I hire you?”
 - “What are your weaknesses and strengths?”
- **CATER YOUR ANSWERS TO THE JOB YOU ARE APPLYING TO!**



Preparation

- PUT A *POSITIVE SLANT* ON NEGATIVE ISSUES
- “I have learned to...”
 - prioritize...
 - budget more time...
 - reach out to others for help...
 - accept constructive criticism...
- Never blame others
- Do not talk badly about an employer
- If you do not understand a question, ask the employer to re-state it or you re-state it to verify you understood.



Preparation

- **PREPARE QUESTIONS FOR THE INTERVIEWER**
 - What is a typical day like in this position?
 - What is your vision for this company / dept. in the next year?
 - Summarize the most important points to demonstrate active listening
 - What is the next step in the hiring process / when expect to get an answer
 - Avoid salary / benefits / promotions! (unless interviewer brings it up)



YOU ARE A SUCCESS!!

Career Services

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RE-CAPPING:

- Dress professionally
- Have extra copies of resume
- Research company / position
- Prepare answers to expected questions
- Firm handshake
- Let the interviewer lead
- End with a handshake