

The Church of Saint Patrick

JOB OPPORTUNITY BULLETIN SERVICE - JOBS

How To Interview To Get Hired

by Dr. Telly Courialis, President of Legacy Performance Group



Many people think that interviewing for a job is an art – all you need is a charming personality, a couple of well rehearsed answers, and a nice suit. Although these things certainly can't hurt, they alone will not significantly increase your chances of getting hired. You can't rely solely on your natural abilities and attraction, to win the confidence of the interviewer. Interviewing is not an art; rather, it is a discipline that requires learning precise skills, in order to make a good impression and get hired.

One of the most common interviewing mistakes is trying to guess what the interviewer wants to hear, when s/he asks a particular question, and responding in kind. Unless you're really good at reading minds this tactic will surely backfire. Similarly, trying to mold yourself into the character you think the interviewer is looking for can also prove disastrous. However, the greatest obstacle most interviewees face is, not being properly prepared. Interview preparation is what you know and practice before the interview. This includes interview protocol awareness; proper non-verbal communication; appearing relaxed, confident and professional; responding effectively to common interview questions; successfully expressing professional accomplishments; establishing a connection with the interviewer; knowing when and how long to speak and when to stop talking; and knowing when the interview begins and ends.

Remember, you are not the only qualified applicant being interviewed. You can expect that there will be, at least five or six other equally competent candidates on the list, also waiting their turn.

Let's assume that you are one of six equally qualified people interviewing for a job opening. In other words, you can all do the job. Naturally, you'd calculate your odds of being hired, as 1 in 6. Are these good odds? They're better than 1 in 7 and not as good as 1 in 2. However, the point is that you can significantly increase your odds, simply by creating an atmosphere in which the interviewer feels more comfortable with you, than the rest of the candidates. This isn't hard to do, if you know how.

Establishing a good relationship with the interviewer is how you get hired. When going to an interview, think of it as being invited to someone's home for the first time – the same protocol applies. For example, if the interviewer says, "Would you like some coffee," the correct response is always "Yes, thank you." It doesn't matter whether or not you drink coffee. What matters is that you are gracious and accept the offer. You will only have a few minutes to make a good first impression – so make it. Otherwise, you may be "shooting yourself in the foot," without knowing it. Establishing proper interview protocol sets the stage for what follows next, which is responding to questions.

An interview is not an exchange of information or a social event, although sometimes, it may appear that way. Rather, it is a process designed to determine if the interviewer likes you enough to hire you. The interviewer will judge your character and your ability to relate pertinent facts about what you can do for their company. If you cannot satisfy these two requirements, then you will not be called again.

Most people, who don't interview often, cannot properly relate their previous experience and skills. In other word, they can't paint a clear picture of their talents and how they would apply their talents to the prospective job. They usually give vague or rambling responses to questions like: "Tell me about yourself," or "Where do you see yourself in five years," or "Why did you leave your last job," or "What are some of your weaknesses." These and other questions are not asked because the interviewer wants to get to know you. They're asked, in order to eliminate you, when the correct response is not given. And usually, there is only one, or in some cases two correct responses to every question. One thing is for sure – every answer you give had better state, "What you can do for them."

You have to go to an interview like a lawyer goes to court. A good lawyer knows the answer to the question before it is asked. S/he formulates the game plan ahead of time and knows the rules. Similarly, the interview process has its own requirements and set of rules. If you intend to win, then you had better have a game plan and know ahead of time how to control the outcome.

J.O.B.S Ministry at St. Pat's

15000 Wadsworth Rd., Wadsworth, IL 60083

Parish Office: (847) 244-4161 - Fax: (847) 336-0630 - www.stpatrickwadsworth.org