

Know yourself before interview

By Janet Fix

So, it's time to go out into the "real world." You're going to get a job.

But first you have to know how to survive the job interview.

According to Don Sutton, placement office assistant director, the main complaint that company interviewers have of students is that they are not aggressive during the interview.

Students have to be able to sell themselves, Sutton said. "We've actually had students go into an interview and tell the recruiter that they're shy. Don't! If the recruiter is going to find that out, let them find it out on their own."

He said students should know themselves before they go into the interview. You will be expected to talk about yourself, the kind of person you are and where you think you want to be five to 10 years from now.

Before a student walks into the interviewing room, the recruiter has begun to form an image of him as a prospective employe.

Good resume important

Your resume is the first impression a recruiter has of you. Sutton said many students fail an interview before they say one word. If a resume contains a misspelled word, poor grammar or lacks some necessary information, the recruiter's impression of you is influenced.

A resume should include any information that would make you more attractive as an employe, he said. This includes basic information on experience, activities, honors, education and grade point average.

By the time an interviewer walks into the waiting room to call your name for your interview he has a pretty good idea of what you are like and whether or not you will fit his company's needs.

Sutton said the first few minutes of an interview can be the most important.

From the moment the interviewer calls your name, you are being inspected. He will judge you on how quickly

you respond to his call, how you greet him and how you handle yourself as you walk across the room.

He said, "the best thing to do is to follow his lead. If he is very business-like, then you should be too. Don't smoke during the interview, unless he offers."

Relaxation key to success

Sutton said the key to a successful interview is to be relaxed. You don't want to be so nervous that you stammer, wring your hands, or sit dumbfounded, he said.

A student should show that they are interested in the recruiter and his company. Don't make the mistake of going into the interview knowing absolutely nothing about the company, Sutton said.

Students can expect the interviewer to ask some probing questions, Sutton said. They want to find out what you are really like. Do you have the ability to communicate, are you intelligent, self confident, responsible and ambitious?

"It's like a game. And students have to know the rules and how to play the game," Sutton said.

What you wear during an interview is important too. This means putting aside your "Joe College" wardrobe.

Men should wear a suit-coat or a sportcoat while women can wear either skirts or pant suits.

Assess abilities

Students should assess their good and bad points, Sutton said. Can you handle stress or a crisis situation? The interviewer has to find out these types of things, he said.

"But don't be negative. The last thing you want to do is be negative during an interview. If someone is going to be critical, let it be the other guy."

Job interviews are a game because you have to try and second guess the interviewer. Many times the recruiter wants to know whether you are flexible. Would you be willing to be transferred?

"Half of placement is being at the right place at the right time," Sutton said. The other half is knowing how to survive the interview, or how to play the game."



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56	2	47	9	38				
10	37	57	16	19	46	35		
33	24	7	51	21	42	4		
32	54	43	12	60	52	31	41	55
39	23	15	1	45	50	25		
13	22	28	34	53	48	26		
49	27	14	59	20				
58	30	11	40	8	29	3		
36	6	44	18	5	17			

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