

INTERVIEW ETIQUETTE

Be on time. Know where your appointment will be held and arrive about 5 minutes early. This will give you a few minutes to collect yourself and review the questions you want to ask and the points you want to make.

Appearance is important – dress appropriately.

Demonstrate self-confidence. Walk tall. Smile. Offer firm handshakes.

Maintain eye contact when speaking and listening.

Be friendly and polite with everyone with whom you come in contact. Remember names and positions.

Acknowledge job offers and rejections.

Once you have been offered a position and choose to accept it, write an acceptance letter conveying your enthusiasm about joining this LVC office/department. Confirm your starting date/time as well as the terms of your hire. If you wish to reject an employment offer, do so in writing. Indicate your appreciation of the offer and mention positive reactions to your interview. If applicable, indicate if you are turning the position down for a more suitable position; do not, however, make unfavorable comparisons of people or the organization. Thank everyone who helped you.

Follow-up. A thank you note expressing appreciation for the interviewer's time and consideration is always a good idea.

Simply Impressive...

Career Services
Mund College Center
Lebanon Valley College
Annville, PA 17003
Phone: 717-867-6560
Fax: 717-867-6163
www.lvc.edu/career

Simply Impressive...

Interview Basics for the Campus Job Seeker

*You never get a second chance
to make a first impression.*

Lebanon Valley College Career Services

What do you have to offer?

WHY SHOULD I HIRE YOU?

The best predictor of future success lies in past behavior. Prove to a potential employer that you have what it takes to get the job done and you will win their confidence.

How do you do that? By demonstrating that you have actively applied the skills employers are seeking through work experiences, college/leadership activities, community service, or class projects.

Sounds fairly simple and straightforward, but it takes some practice to skillfully present this information during job interviews.

Check out other interview tips provided in the **Job Interview Series**. These pamphlets are located on the wall rack across the hallway from the Career Services office located on the lower level of Mund College Center.

THREE STEPS TO SUCCESS...

STEP ONE involves self-assessment. Identify 3-5 skills that highlight your strengths related to the position for which you are applying. Then, offer proof of those skills by identifying the contexts in which you exercised each strength, the actions you took to address the situation and the results that were achieved.

Remember, a skill is an ability to perform an activity in a competent manner. Skills may be one of three types:

- **Transferable/Functional.** You may never have done the job you are applying for, but you may have taken similar actions to perform tasks in other settings such as summer jobs, internships, class projects, or leadership activities. We sometimes refer to these actions as liberal arts skills. Take a look at some of these skills in the Resource Library of your JOB CENTER account (Liberal Arts Skills folder).
- **Personal Traits/Attitudes.** Personality characteristics—habits and attitudes—that contribute to performing work are typically developed in childhood and through life experience. Are you innovative, assertive, thorough, direct, resourceful, patient, spontaneous, perceptive, objective, efficient, calm, diplomatic, cooperative, dependable, etc.?

- **Knowledge-Based.** Do you have knowledge of specific subjects, procedures and information necessary to perform specific tasks for in this job?

STEP TWO requires research. Perform an analysis of the position for which you are applying. Take a look at the job description and other department literature. Talk with students that have previously served as a student employee with the department where you are applying to learn more about the job and the office work environment. Formulate insightful questions based upon your research that demonstrate you've prepared for the interview and are genuinely interested in the job.

STEP THREE encourages practice. The Career Services staff offers personal assistance to help prepare for interviews. Schedule an appointment by contacting the office at extension 6560. Appropriate interview dress is recommended.

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