

WISE Pathways

Women in Sustainable Employment

Building awareness of careers in construction, energy & utilities, public safety, and manufacturing for women.





Interviewing and Networking

Agenda

- Introduction
- Interviewing Skills
- Networking Skills
- Action Planning



Introduction

Learning Objectives

1. Identify how to prepare for an interview
2. Know how to present oneself during an interview
3. Define qualities of Performance Based Interviews
4. Recognize how to respond to questions
5. Know how to respond to tricky questions
6. Know how to ask question during the interview



Interview Guidelines

- Research the company
- Proper attire
- Practice makes perfect!
- List your skills and personal qualities
- Know where you're going
- Arrive 10 minutes early
- Go to the interview alone
- No gum or candy
- Avoid eating or drinking before the interview



Guidelines *(cont.)*

- Firm handshake and eye contact
- Answer accurately, honestly and promptly
- State facts without bragging
- Avoid an attitude
- Speak clearly and sit up straight
- Do not discuss personal problems or situations
- Refrain from nervous habits
- Take responsibility for past mistakes and cite examples of improvement

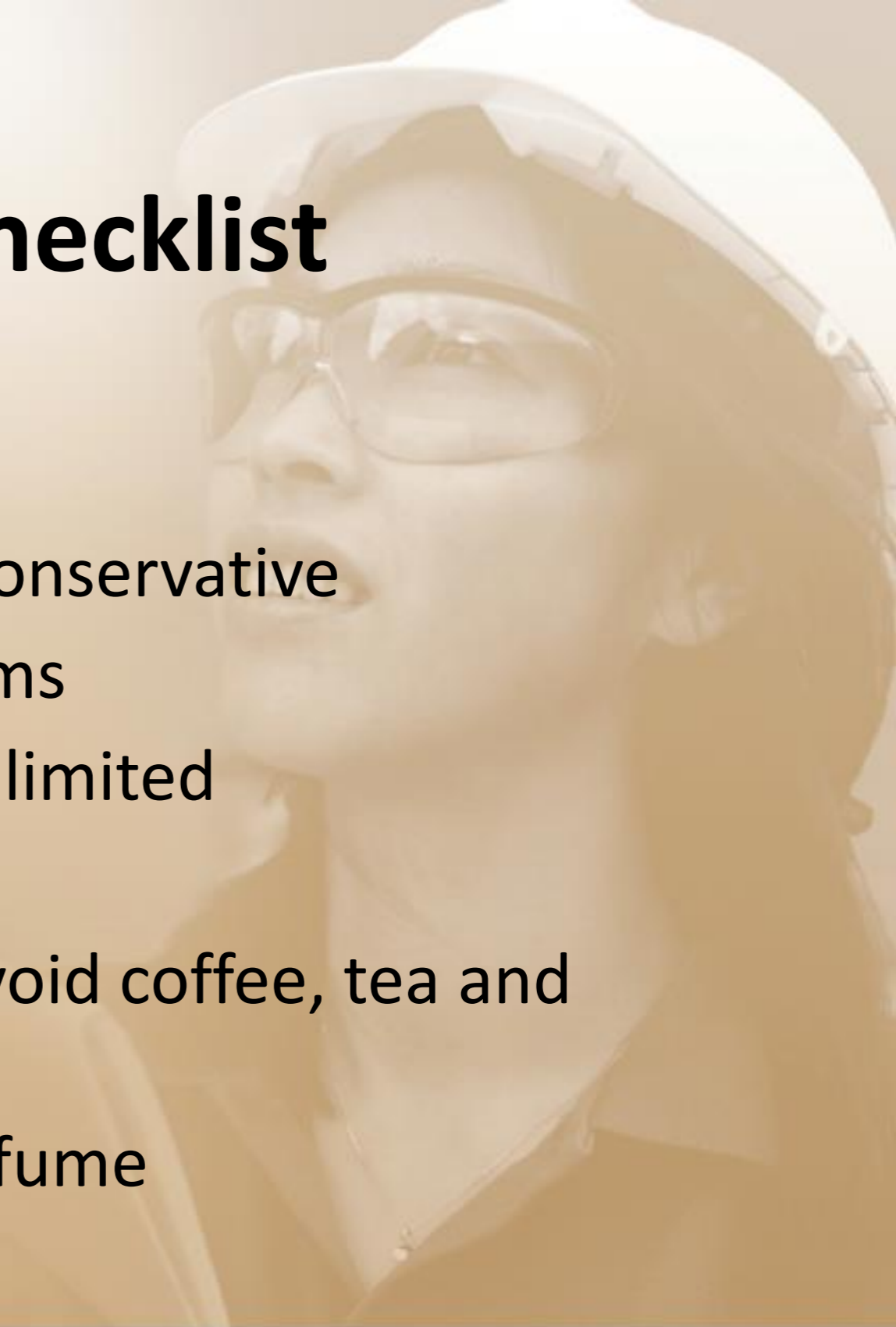


Guidelines *(cont.)*

- Speak positively about past employers
- Place personal items next to your chair
- Take an extra resume and references in a folder
- Answer questions fully but to the point
- Ask to repeat a question or explain if necessary
- Prepare questions to ask the interviewer that relate to the position
- Thank employer and ask about next steps
- Send thank-you note within 24 hours

Appearance Checklist

- **Shoes:** clean; closed-toed shoes
- **Clothing:** professional, neutral, conservative
- **Jewelry:** avoid large or flashy items
- **Face:** makeup should be natural; limited
- **Hands:** clean, conservative nails
- **Teeth:** fresh breath is a must – avoid coffee, tea and smoking
- **Body:** clean and with limited perfume



Ask Appropriate Questions

- What are the primary responsibilities of this job?
- What qualifications are you looking for in the person you hire?
- What is the process for training or learning the job?
- Are there opportunities for advancement?
- How do you measure employee performance?
- How would you describe the company culture?

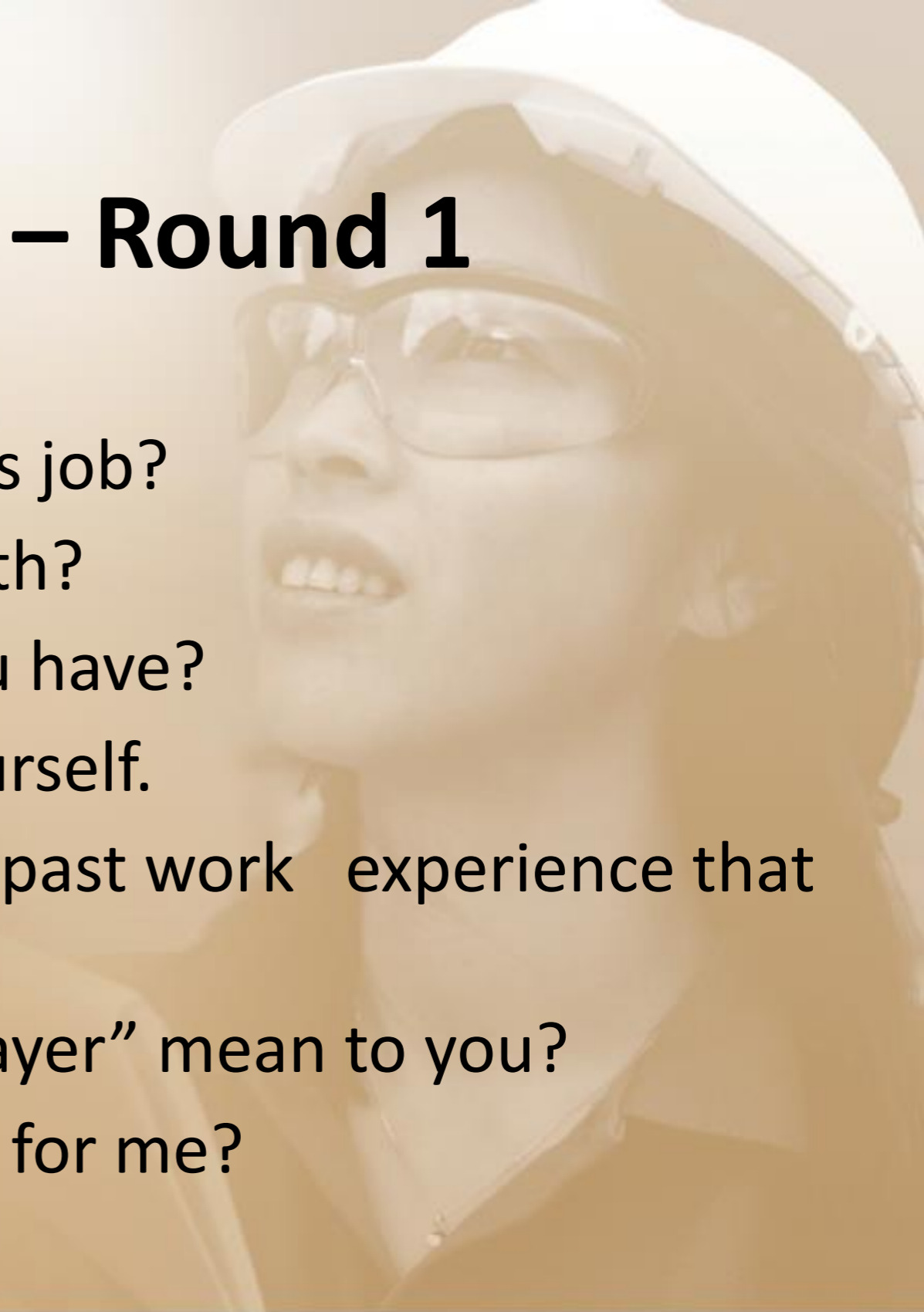


“Musts” when Responding to Questions

- Be honest – but not to a fault
- Be positive – the glass is half full
- Answer from their perspective – what do they want to hear?
- Prove it – history and facts
- Relate to the job – limit open-ended response
- Establish your qualifications with every answer
- Answer the question – don’t get into a drawn-out story

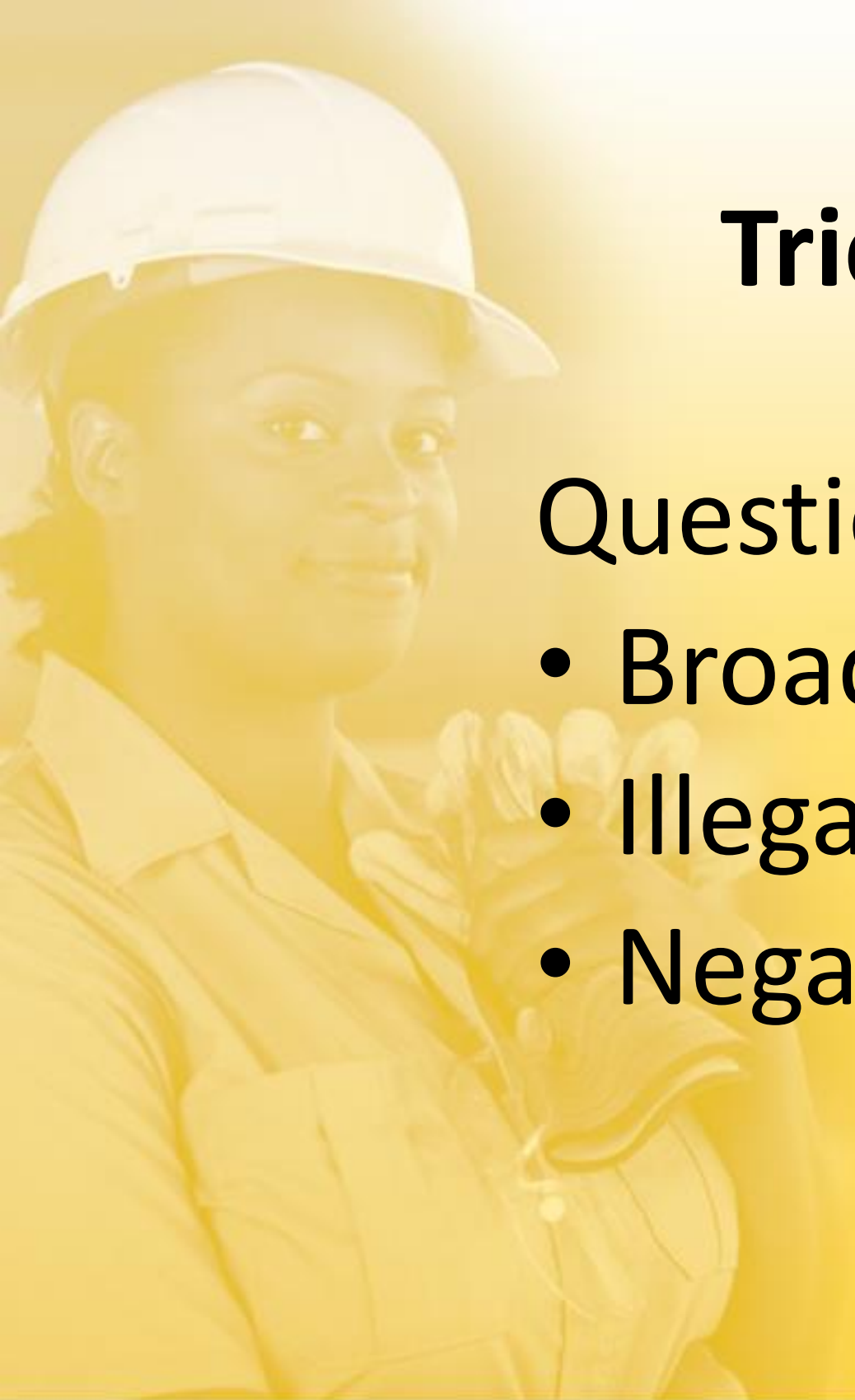
Mock Interview – Round 1

1. Why are you interested in this job?
2. What is your greatest strength?
3. What is a weakness that you have?
4. Tell me something about yourself.
5. What have you learned from past work experience that can be applied to this job?
6. What does being a “team player” mean to you?
7. What questions do you have for me?



Mock Interview – Round 2

1. Tell me something about yourself.
2. What goals have you set for yourself for the next five years?
3. What is something of which you are particularly proud?
4. What is a weakness that you have?
5. Why are you the best one for this job?
6. What does being a “team player” mean to you?
7. What questions do you have for me?



Tricky Questions

Questions that are...

- Broad
- Illegal
- Negative

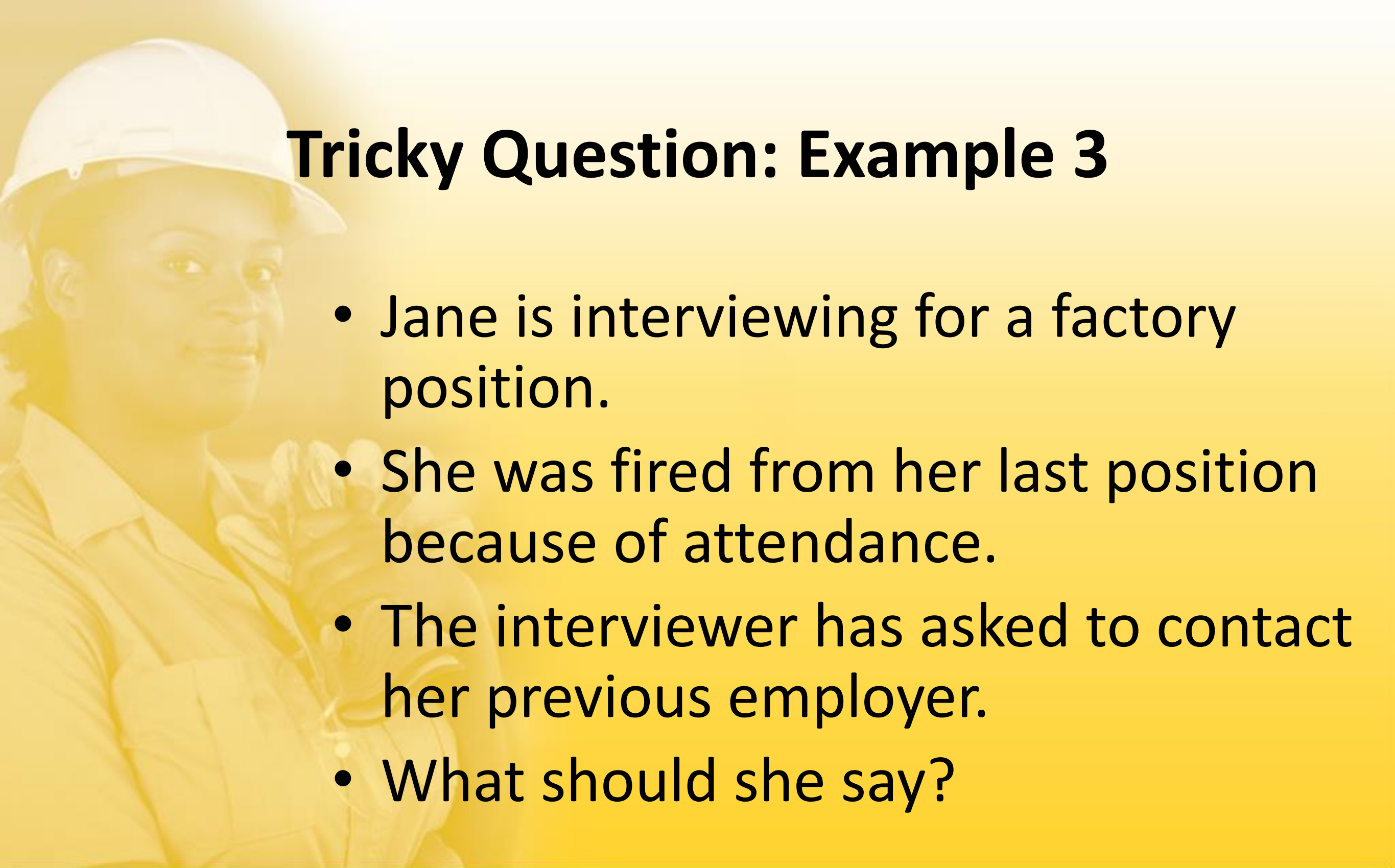
Tricky Question: Example 1



- Susan is interviewing for a job as a welder.
- She just graduated from a vocational welding program.
- She did well in the training and worked very hard.
- The ad for the position said that welding skills are essential.
- Now Susan is asked about her competence with TIG welding, but she didn't take those classes yet.
- How should she respond?

Tricky Question: Example 2

- Kim is interviewing for a medical assistant's position.
- She is in the process of going through a divorce, has two young children, and is having a difficult time financially.
- She really needs a job immediately.
- The interviewer has asked her personal questions that relate to her family life.
- Kim knows these are not related to the job and are illegal.
- How should she answer?



Tricky Question: Example 3

- Jane is interviewing for a factory position.
- She was fired from her last position because of attendance.
- The interviewer has asked to contact her previous employer.
- What should she say?

Tricky Question: Example 4

- Chris spent some time in jail for shoplifting when she was a teenager.
- She has not been in any kind of trouble in the 10 years since.
- Now she is interviewing for a telecommunications technician position.
- The interviewer asks if she has a criminal record.
- What should she say?

Networking

- Importance cannot be understated
- Can't just read ads and check online
- Prime reason this program exists
- Dig the well before you are thirsty
- Good networks yield good recommendations
- Good networks yield job referrals
- Good networks put you in the right place at the right time when a job opens

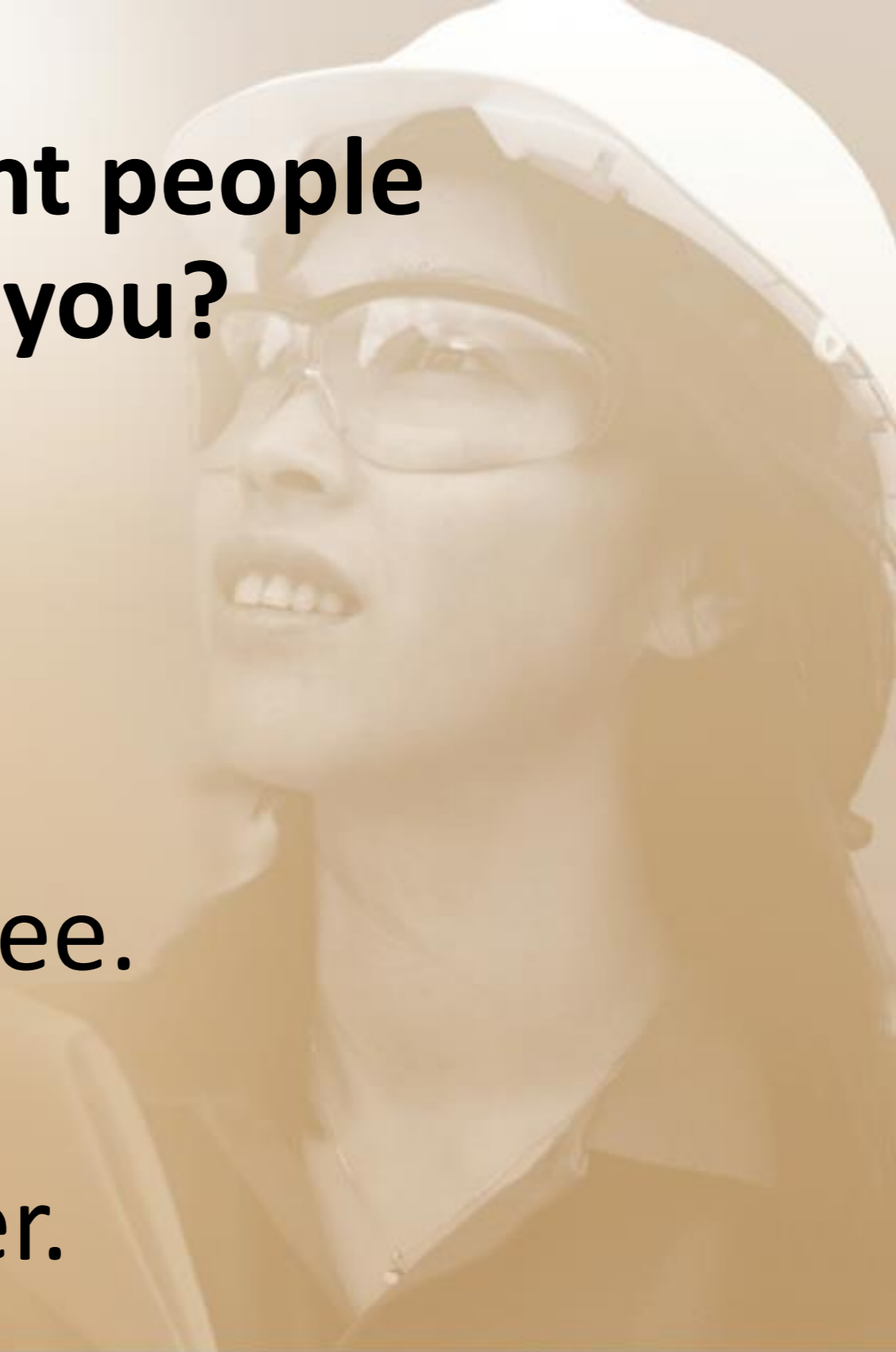


Who will say good things about you?

- Past or current supervisors
- Co-workers
- Mentors/Mentees
- Classmates
- Friends
- Family
- Volunteer workers

What do you want people to say about you?

- Good work ethic
- Team player
- Excellent work
- She is my best employee.
- I want to hire her.
- I want to work with her.



How do you get people say positive things about you?

- Make sure your work has positive results
- Ask for feedback
- How would you go about asking for feedback?
- What might keep you from being able to ask for feedback?



Important Points about Networking

- Don't hesitate to help others when you can
- You can't wait until you need help to start building a network
- Look at every interaction as an opportunity to network

Networking Exercise



- Work together to solve problems by using your combined networks
- What you know about people in this class
- What you know about your relationships outside this class

Problems for Network Solutions

- You don't get off work until 6pm, but you have two children that are let out of school at 3 PM.
- You have a leaky sink, but don't have the money to pay a plumber to look at it.
- You need a ride to the airport.
- It's 2 AM. You have three children. One of them needs to go to the hospital because he is sick. The other two have big exams tomorrow at school. You don't want to wake the two who are sleeping.
- You are headed to a jobsite on a long country road. The next gas station isn't for 20 miles. One of your tires blows. You don't have Emergency Roadside Assistance.
- You need somebody to watch your children a few hours at a time over the next weeks as you go to job interviews.

Problems for Network Solutions

- Your car is in the repair shop for the next week, but you have to be at work across town at 6am and in class at 6pm.
- One of the guys on your worksite is giving you a hard time and all the grunt work. You aren't sure if it's because you are a woman, a minority, or an apprentice.
- You are thinking about switching from a pipefitters apprentice to a plumbers apprentice.
- You know you want to be a carpenter but don't know what to study.
- Your supervisor has asked you to do something that you feel could injure you or a co-worker.
- You are laid off. A friend tells you about openings at a construction site, but you can only get in based on a referral.



You have a Network

- Your classmates have given you ideas on solving problems that will arise
- They can help you solve other problems
- Think of all the problems you could have
 - Start building your network of help now
 - Find back-ups - two or three people for each problem
- Know who to call before you need the help
- We can't succeed alone
- We must help each other
- Helping is a two-way street



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