

Interviewing

Spiritual Thought

D&C 18:10

Remember the worth of souls is great in the sight of God;

Before the Interview



Wardrobe



Appropriate neckline
Non-flashy jewelry

Neutral colors
Tailored look

Skirt no more than
2" above the knee

Heels no more
than 2" high

WOMENSWEAR

Keeping it classic and simple in a suit and skirt outfit will give you a true professional look.

| | | |
|--|----------------------------------|--|
| Two-piece suits for women should be fitted but not snug. Grey, dark grey, navy, or black are all appropriate colors. If you choose to wear pants they should be hemmed so the cuff does not drag on the floor. | SUIT | |
| The skirt should match your blazer in color. It should also completely cover your thighs when you sit down. | SKIRT | |
| Wear a tailored blouse, good quality knit sweater, or shell under your jacket. Do not show too much cleavage or wear a shirt that is see-through. | SHIRT | |
| Hosiery should be plain or sheer in most instances. Wear a neutral color to complement your suit. | HOSIERY | |
| For shoes, choose a leather pump in a color that matches your suit, with a medium-height heel. Don't wear jewelry or take a bag that is too ostentatious or costume-y. | SHOES, BAG, & JEWELRY | |

WHAT YOU SHOULD NEVER WEAR

| | | | | |
|--------------------|-----------------------------|-----------------------------|---------------------------------|-----------------|
| MINI SKIRTS | DEEP-V SEQUIN SHIRTS | LARGE JEWELRY PIECES | PLATFORM, STILETTO PUMPS | TOTE BAG |
| | | | | |

Wardrobe

MENSWEAR

For an interview, you can never go wrong with a two-piece suit and a matching pair of shoes.

| | | |
|---|---------------------------|---|
|  | SUIT | Choose a two-piece matching suit. Stick with conservative colors—navy or dark grey. Wool, wool blends, and other quality fibers are generally best for suits. Your suit does not have to be the most expensive to be the best. Make sure it is tailored to you. |
|  | SHIRT | Wear long-sleeve shirts in white, light blue, or a conservative pattern—even in the summertime. |
|  | TIES | Ties are a difficult piece to pick for a suit. Choose ties that are made of high quality silk with a slight pop of color. Look at what other men in your industry are wearing. |
|  | BELT & JEWELRY | Match your belt to your shoes. Keep any jewelry to a minimum. A classic wristwatch is usually the best choice. |
|  | SHOES & SOCKS | Socks should be mid-calf length in a dark color. The shoes can be leather with laces or slip-on business shoes. It is always important to invest in a good pair of dress shoes. |

Dark Color Suit

White or light blue button-down shirt

Conservative color/patterned tie

No/minimal jewelry



Dark socks
Polished shoes

WHAT YOU SHOULD NEVER WEAR

CHARACTER TIES

"FORMAL" SHORTS

TRENDY DRESS SHIRTS

POWDER-BLUE SUITS



Practice!

Practice!

Practice!

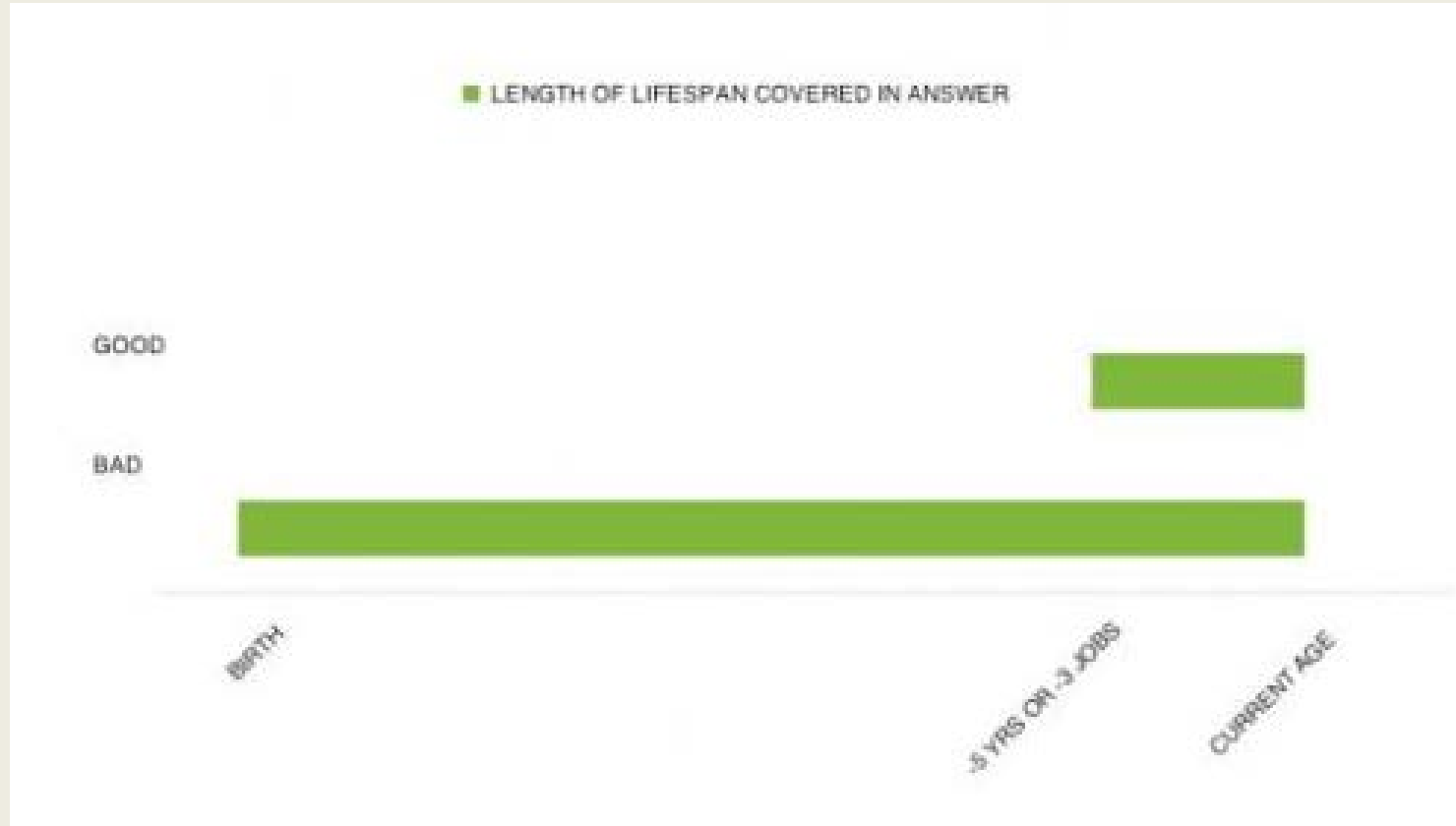
Amy Cuddy:
Your Body Language
Shapes Who You Are

During the Interview



Tell Me About Yourself

Tell Me About Yourself



Tell Me About a Time When....

STAR Format

S = Situation (what was the overall situation?)

T = Task (what was the specific challenge?)

A = Action (what specifically did you do?)

R = Results (what was the outcome? what did you learn?)

Common Questions

Leadership

Critical Thinking

Problem Solving

Communication

Working with Others

Strengths

Weaknesses

Difficult Situations

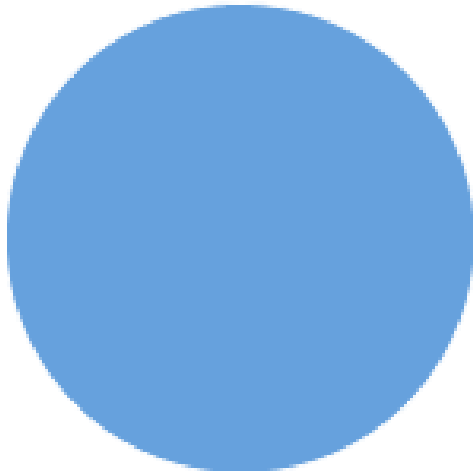
What Was Your Biggest Mistake?





Do You Have Any Questions for Me?

■ "YES"
■ "NO"



Ask questions that:

- Show your interest in the job
- Help you learn about the work and company culture

After the Interview

Thank you

Skype & Phone Interviews



Common Mistakes

- Not dressing appropriately
- Not showing interest in the position
- Bad-mouthing previous employers
- Not sending a thank you note
- Not having a knowledge of the company
- Not being prepared to talk about salary

Key Take-Aways

- The way in which you present yourself is just as, if not *more* important than what you say. Be professional, friendly, and confident.
- Your goal in an interview is to communicate how you can add value, not just to talk about what you've done in the past.
- The best way to prepare for an interview is to practice.
- Always send a thank you note.

Additional Resources

Video Clips

- [The Origin of the Job Interview](#)
- [My Talking Stain](#) – the importance of professional/appropriate dress
- [The Pursuit of Happyness](#) – how to turn around a bad situation

Articles and Blog Posts

- [How to Ace the 50 Most Common Interview Questions](#) (Forbes)
- [How to Research a Company You're Interviewing With](#) (Ask a Manager)
- [Job Interview: Why Only 3 Questions Really Matter](#) (LinkedIn)
- [What Interviewers REALLY Think During Job Interviews](#) (LinkedIn)
- [What to Change if You're Getting Interviews but no Offers](#) (US News & World Report)