

## INTERVIEWING

### I Introduction

A Rework your resume into a 2-minute verbal introduction. Use this 2-minute introduction when you are networking and to respond to the interview statement, "Tell me about yourself." Write out the introduction and practice it with a tape recorder in front of a mirror.

B In networking, provide a 30-second summary of your career. State the type of work you have been doing and a description of the setting. Use one sentence to explain why you are looking for a job. Then, mention the setting and position you are hoping to get. Ask a questions that will encourage 2-way conversations.

C In interviewing, your introduction should be a statement of why the person should hire you. Make this sentence one that you would like for the employer to repeat when describing your attributes. Dedicate your statements to the position and setting at hand.

D If using a chronological resume, discuss career history in the order on your resume, with most of the focus being on the most recent job(s). If using a functional resume, focus on your skills and how you developed them. Following the introduction, ask the employer if he/she has any points on which he/she would like for you to elaborate.

### II A 2-Way Fact-Finding Mission

A A mutual exploration to see if there is a "fit" between you, the organization, and what the employer wants. You gain an understanding of the organization's values, culture, and business issues. They gain insight into whether you can make a contribution to their organization and fit into their culture.

B Salary: Provide a range and be willing to accept the low end of the range. Take into consideration the entire compensation package (benefits...).

### III Preparing for the Interview

A Arrive 10-15 minutes early.

B Learn as much as you can about the organization prior to the interview.

C Explore the needs of the organization.

#### IV In the Interview

- A Demonstrate that you are a team player.
- B Be inquisitive.
- C Listen carefully and think before you speak.
- D Don't feel pressured to fill a moment of silence. Pause briefly to think about a questions, but don't fill the space with "uhs" and "ums".
- E Smile frequently.
- F Inject some enthusiasm into your voice.
- G Treat the outer office staff the same way you would treat your interviewer.
- H Fill out the application without complaint if asked to do so.
- I Restrict questions to those concerning the job and its duties.
- J Never criticize a former employer, your professors, or anyone with whom you have been associated.

#### V Handling Questions

- A Personality and Willingness
  - 1 Why did you choose the profession?
  - 2 What are your ambitions or long-range goals and how might this job help you to reach them?
  - 3 What have you done that you are particularly proud of?
  - 4 Have you ever refused a job or promotion? If yes, describe the situation.
  - 5 Tell me about a responsibility you enjoyed. What did you do to meet that responsibility?
  - 6 What do you consider your greatest strengths and weaknesses?
  - 7 What are your specific interests within the field?

8 What 2 or 3 accomplishments have given you the most satisfaction? Why?

B Academic Background

1 Tell me about your education background.

2 What professional conferences/workshops have you attended?

3 What college classes did you like the least/most? Why?

C Communication

1 Tell me about a time when you had a project that required you to interact with people at different levels within an organization. How did you do this? What caused you the most problems in executing your tasks? With whom were you most comfortable/uncomfortable?

2 Would you feel comfortable delivering a presentation to the staff?

D Preparation

1 Why are you seeking a job with us?

2 What do you know about our organization? How did you learn that?

3 What would you expect out of this job?

4 What do you like best about this job? What do you like the least?

5 What reservations do you have about working here?

E Decision-Making

1 What kinds of decisions are most difficult for you?

2 Tell me about a time when you had to make a quick decision.

3 Have you ever had to make unpopular decisions? Tell me about one. Whom did it affect? Why did the situation arise? How long did it take you to make the decision? How do you feel you handled it? What did you learn from the event?

F Relationship with the Supervisor

- 1 Whom do you report to in your current position?
- 2 Will this be someone you use as a reference?
- 3 How would you describe this person's management style?
- 4 What did he/she do that worked well for you?
- 5 What would you have liked him or her to do differently?

G Problem-Solving

- 1 What are some of the things you find difficult to do?
- 2 Where/to whome do you turn for help?

H Technical Skills

- 1 What is your concept of the things you find difficult to do?
- 2 Describe a way to approach treatment of a language disorder. Tell me about a specific case.
- 3 What assessment instruments do you feel comfortable administering?
- 4 How do you feel about working with a patient who makes little progress?
- 5 How would you implement an IEP? An IFSP?
- 6 How would you relate to your treatment to the child's classroom work?
- 7 How would you keep track of client progress?
- 8 Tell me about the practicum experience you have had?

- 9 What child language tests are you familiar with?
- 10 How would you determine the difference between dysarthria and apraxia?
- 11 How would you treat a person with aphasia?
- 12 Have you ever worked with a laryngectomee?
- 13 What is your preferred approach to stuttering treatment?
- 14 Are you comfortable being observed by your client's family members?
- 15 How would you work with parents of a child enrolled in your program?
- 16 How would you conduct a parent conference?
- 17 In what area(s) do you feel you need the most supervision?
- 18 What would be a reason that you would not treat a patient?
- 19 Do you feel comfortable performing hearing screenings (pure tone and tympanometry)?

#### I Energy and Organization

- 1 How large a caseload could you handle?
- 2 Describe a typical day at work for you. What challenges do you normally face in getting things done?
- 3 Describe a project that required a high amount of energy over a long period of time. What did you do to keep your enthusiasm up? When you have a great deal of work to do that requires extra time and effort, where does your energy come from?

#### J Getting Along with People

- 1 Tell me about a time when you needed to get an understanding of another person's situation before you could get your job done. How did you gain the understanding, and what problems did you encounter?

2 What is your role as a group member? Tell me about a specific accomplishment you achieved as a group member and what your role was.

3 Describe some of the different styles of people you have worked with in the past and what kind of approaches you took to work effectively with them.

4 How would you define a cooperative environment?

5 Tell me about when a team fell apart. Why did it happen? What did you do?

6 Have you ever had to build motivation or team spirit with coworkers? Tell me about the situation.

7 How would you handle a patient who broke down and cried?

8 What experience do you have with managing conflicts?

9 How do you handle criticism?

## K Stress

1 Think of a crisis situation when things got out of control. Why did it happen and what was your role in the chain of events?

2 What was the most difficult situation you have faced? What stress did you feel and how did you react?

3 What do you do when you have a great deal of work to do in a short amount of time? How have you reacted?

4 When you have been in difficult and crisis situations, which areas of your professional skills do you vow to work on further?

5 Tell me about a task you started, but you just can't seem to get finished.

## L Motivation

1 What can you do for us that someone else cannot do?

2 Tell me about a time when you felt that your contributions had been appropriately recognized.

3 What kind of rewards are most satisfying to you?

4 How does this affect what you do in your job? How does this affect the effort you put into your job?

5 For what are you most frequently criticized, and by whom?

## VI Responding to Inappropriate Interview Questions

### A National Origin

1 Questions: Are you a U.S. citizen? Where were you born? What is your native language?

2 Answer: I am legally eligible to work in the United States. I speak both Spanish and English fluently.

### B Age

1 Question: How old are you? Please state your date of birth.

2 Answer: I am over the age of 18 and eligible for work.

### C Marital/family Status

1 Questions: What is your marital status? How many children do you have? Do you plan on starting a family soon? Describe your child care arrangements.

2 Answer: I can meet the work schedule that this position requires.

### D Affiliations

1 Question: Please identify any clubs or social organizations to which you belong.

2 Answer: Identify any professional associations or organizations that you consider relevant to your ability to perform the job.

### E Physical Condition

1 Questions: Do you have any handicaps or disabilities? Describe your medical history. Have you ever filed a worker's compensation claim?

2 Answer: I can perform the duties as you have described without accommodation or I can perform the duties as you have described with minimal accommodation (then describe).

## VII Questions You Might Ask

### A Gentle Modifiers

- 1 With regard to that, could you tell me....
- 2 In connection with that, I had wondered...
- 3 Do you mind if I ask a question?

### B Questions

- 1 What are the key responsibilities of the job?
- 2 Where does this position fit into the organization?
- 3 Why is this position open?
- 4 How many people have filled this position in the last 5 years?
- 5 Have any of these individuals been promoted? If so, into what positions?
- 6 Why did the person most recently in this job leave?
- 7 What have been some of the best results produced by people in this job?
- 8 What would you like done differently by the next person who does this work?
- 9 What are some of the objectives you would like accomplished - short term or long term?
- 10 What is the first problem that would need the attention of the person you hire?
- 11 What other problems need attention now? Over the next 6 months?

12 Are there other things you would like someone to do that are not a formal part of the job?

13 What freedom would I have to determine my work objectives, deadlines, and methods of measurement?

14 What kind of support does this position receive in terms of people and budget?