Job Search and Professional Interviewing

Goals of Workshop
- How to begin looking for a job
- Mastering the interview process

Interview
Where do you start?
- Career center - find what you can do with your major
- Use job search engines to help find a position in your field

Networking to Find a Job
- Linked in
- Professional associations
- Career events
- Faculty

Interview Process
- Research
- Dress and appearance
- Introduction/1st impression
- Answer questions
- Closing and follow up

Research
- What are the demands of the position?
- Review the job posting thoroughly
- Have a nice foundation of information about the company
- Reference USA allows to research businesses and companies through the UTSA library website

Appearance
- Men
  - Dark conservative
  - Long sleeve dress shirt
  - Color coordinated tie
  - Shined conservative dress shoes
- Women
  - Dark conservative business suit
  - Blouse color muted and conservative
  - Shined conservative dress shows no open toe shoes
  - Dark or neutral hose
  - Minimum and very conservative make up
  - Watch fingernail length and color

Nonverbal Communication Skills
- Handshake
- Eye contact
- Posture
- Hand gestures
- Smile

Answering Questions
- Relate answers to position that you are applying for
- When asked a questions respond with
  - C- Circumstance
  - A- Action
  - R- Result

Closing the Interview
- End like you began handshake, eye contact big smile
- Be enthusiastic
- Always take a business card
- Make sure you’re clear on the next step and the timetable