The interview process is a time for employers to search for the person who will be the best match for their company. Make sure you are prepared and that you present yourself in a genuine and professional manner.

A potential employer is trying to reach conclusions about your candidacy based on the following:
1. What does this candidate know about our company?
2. What does this candidate bring in knowledge, skills, and abilities to our company?
3. How will this candidate represent our company?

**WHAT DO EMPLOYERS SEEK IN JOB CANDIDATES?**
Beyond relevant work experience, leadership skills, and academic success, employers look for transferrable skills.

Top Five Transferrable Skills Employers Desire
1. Teamwork
2. Decision making/Problem solving
3. Communication
4. Planning, organizing, and prioritizing work
5. Processing of information

(JobOutlook 2014, National Association of Colleges and Employers)

**WHAT THE INTERVIEWER MAY BE ASSESSING AFTER THE INTERVIEW**
- How mentally alert and responsive is the job candidate?
- Is the applicant able to draw proper inferences and conclusions during the interview?
- Does the applicant demonstrate a degree of intellectual depth when communicating?
- Has the candidate used good judgment and common sense regarding life planning?
- What is the applicant’s capacity for problem-solving activities?
- How well does the candidate respond to stress and pressure?

(Successful Personnel Recruiting and Selection by Erwin S. Stanton)

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**THE INTERVIEW: FROM THE EMPLOYER’S PERSPECTIVE**

The interview is a process of candidate elimination. Don’t give the employer ANY reason to put you in the “no” pile.

**UNDERSTANDING THE EMPLOYER’S PERSPECTIVE**
Employers want to hire candidates who understand their organization’s goals and objectives. They want to hire people who offer solutions and contributions. They want you to listen to them, understand them, and commit to acting in their best interest. They want you to be focused on the company and its needs, not on yourself.

More offers are extended in an interview when the interviewer talks more than the interviewee. Yes, that’s right. More offers are extended when you get interviewers to share more about themselves and the company rather than when they spend their time listening to you talk about yourself.
USE BRIDGING QUESTIONS

Use bridging questions to prompt feedback and advice. Ask questions that bridge your past accomplishments to the company’s present issues. This encourages the interviewer to share information with you. After your initial response to a question from the interviewer, pose a question of your own that is related.

Interviewer: “How do you work on a team?”

Interviewee: “Having been involved in many team projects, my learning style varies depending on the environment. For example, there have been times where I’ve assumed a training/mentoring role with team members and other times when I’ve been very task oriented. I have found I can quickly adapt to the needs of the group. Based on your environment and industry, would you find that being an adaptable team player is important here?”

Additional bridging questions:
• Is this the kind of information you were looking for?
• Base on what I have said, how will this experience be of value here?
• Could you tell me how these skills will be important to this position?
• Would you like additional details about this experience that may relate to your specific needs?
• Has this been a challenge for your company/department in the past?
• What I hear you saying is ... do I have that right?
• What kind of personal attributes are most valued here?

Bridging questions not only provide opportunities for interviewers to engage and share their perspective, they also demonstrate good active listening skills.

Information from internships.com

20 REASONS FOR CANDIDATE REJECTION

1. Poor communication skills (e.g., excessive talking, hand over mouth while talking, poor poise/diction/grammar)
2. Lack of relevant work experience (e.g., internship, co-op, part time, summer, volunteer)
3. Lack of teamwork skills
4. Indecisiveness; unable to articulate clear goals or future career direction
5. Skills or academic background doesn’t match the position requirements
6. Lack of enthusiasm, energy, and motivation—personally and professionally
7. Weak interpersonal skills
8. Failure to demonstrate leadership or management potential
9. Inadequate analytical, problem-solving, or conceptual skills
10. Unrealistic expectations of beginning salary and/or position responsibilities
11. Lack of research of the company or industry
12. Appears nervous and lacks self-confidence
13. Less than professional appearance and nonverbal signals (i.e. dress, grooming habits, body language)
14. Arrived late to the interview
15. Asked poor questions or no questions
16. Negative comments about clients or colleagues
17. Personality of the candidate mismatched with the corporate culture/environment
18. Inability to “sell” himself/herself during the interview
19. Not polite to administrative assistant
20. Poor references