

Presentation skills seminar

Jan Louis, University of Hamburg, January 2016

How to a job interview

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Topics

1. Preparation for interviews

- Dress for success
- Calm nerves
- Project confident body language

2. Mock interviews

- Standard questions–brainstorm
- Practice
- Feedback

1. Dress for success: men's interview attire

- Suit (solid color – navy or dark grey)
- Long sleeve shirt (coordinated with suit)
- Tie
- Belt
- Dark socks, conservative shoes
- Neat, washed hair
- Limit aftershave or cologne
- Neatly trimmed nails
- Cover up any tattoos
- Portfolio or clean-looking backpack
- Professional looking notebook

What NOT to wear.

Have you ever made any of these non-professional fashion "fopaux?"
Use this guide to find out what's NOT appropriate to wear in any professional setting.
Don't be embarrassed by making any of these mistakes at your next Job Fair or interview.



1. Dress for success: women's interview attire

- Skirt or pant suit (navy, black, dark grey).
- Skirt-knee level or below (long enough to sit down comfortably or...)
- Conservative trousers
- Matching blouse (no cleavage showing)
- Conservative shoes (no stilettos, open heels/toes)
- Limited jewellery
- Styled hair or tied back from face
- Light make-up and perfume (some are allergic)
- Neatly manicured clean nails
- Cover up tattoos
- Portfolio or clean-looking backpack
- Professional looking notebook

Men and women's interview attire: good impressions

BUSINESS PROFESSIONAL

BUSINESS CASUAL

BUSINESS PROFESSIONAL

BUSINESS CASUAL

LIGHT BUTTON-UP SHIRT

NATURAL LOOKING MAKEUP

PORTFOLIO

PRESSED SUIT

NO BULKY JEWELRY

APPROPRIATE LENGTH SKIRT

POLISHED, CLOSED-TOE SHOES

NICE BLOUSE

PRESSED SUIT

FRESH HAIRCUT

CLEAN SHAVEN

APPROPRIATE TIE

PORTFOLIO

POLISHED SHOES

BUTTON-UP SHIRT

MATCHING BELT AND SHOES

PRESSED SLACKS

What to wear?

This guide demonstrates acceptable Business Professional and Business Casual Attire for your upcoming career events.
NOTE: For Interviews, always choose Business Professional attire.

2. Relaxation/focus

Be prepared

- Review your CV, interview questions, webpage, job advert
- Pick out phrases, language to reiterate
- Practice, practice, practice

Keep audience in mind

- Know your audience, including the non-experts
- Adopt a stage persona: play your best self/mimic a role model
- Visualize why you are the best person for the job

Mind over matter

- Pick your favourite person in the audience–address them
- Practice being interviewed by a friend or colleague
- Tell the committee why you are the best person for the job

2. Relaxation/centering

Quick warm-up

- Posture exercises: walking tall
- Shoulder roll
- Eye focus exercise
- Rag doll hang
- Breathing exercises (handout)

3. Confident body language

- Do pay attention to body language. The way you present yourself will say a lot about your personality
- Be polite and professional
- Don't forget to smile. Show that you're excited about the position.
- Sit up straight and to be reasonably expressive with hand gestures.
- Give a firm handshake

3. Confident body language – first impression

- How do you open the door?
 - Or with dread, sweaty-palmed panic, slinking in to the room
 - With energy and excitement & you say hello
- How do you walk over to the committee table?
 - Or with limp, indirect steps, no eye contact, quiet voiced
 - In a direct line with focus and energy
- How do you sit down with the committee?
 - With arms crossed over your chest or hunched over
 - Legs splayed open and relaxed body posture
 - Or with a straight back, shoulders back, legs in neutral?

LET'S TRY!

Part 2: Mock interview practice

1. Pick a card: standard interview question 1–3
 - 1. What is your vision of yourself as a scientist 5 years from now?
 - 2. What ideas do you have for outreach in your field (target groups: gen public, students, children, etc.)?
 - 3. What are the challenges for equal opportunities in your field and how can you address them?
2. 5 minutes to brainstorm on question
3. Mock interview:
 - enter room
 - join mock committee
 - wait for question
 - answer it
4. Feedback from peers, Jan, Elena

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Thank you for your time and attention!

Further resources: www.iop.org/careers

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