

# Career Specialist, Inc.

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## PREPARING FOR YOUR INTERVIEW

Arrive at the location approximately 15 minutes before the designated time. Review your notes outside in your car. Check your appearance. Take an extra resume and a list of references with you. Go in with confidence.

1. Prior to the interview, make a list of your achievements and accomplishments (in previous employment, in school, in the community). Write them down and then commit to memory so that they will come easily during the interview. What is outstanding about you? Why should this person hire you? What can you contribute?
2. Have a positive attitude.
3. Stay away from any negative aspects of the industry or previous jobs.
4. Be in a selling mode. **(Sell yourself, your experience and ability to do the job).**
5. Be prepared with questions that you will want to ask the interviewer. (An interview is a 50/50 process).
6. Follow their lead. In other words, mirror their personality. If they talk slow, follow by talking slower. If they are fast paced, pick up speed.
7. Wear proper business attire. Dark suit and white dress shirt is desired for men. A professional business suit for women. Keep in mind, first impressions are important.
8. Make sure you give a firm handshake and maintain good eye contact.
9. Money - Feel free to discuss what you are currently making **only when the person conducting the interview brings it up**. If they want to know "what you want or what will it take?...answer with...." I hope you will evaluate my experience and ability to do the job and make me an offer accordingly."
10. Stay away from "time-off" questions in a first interview. I will ask and provide you with this information.
11. A positive closing comment with a firm handshake. "I appreciate the time you've spent with me today and based on what I've heard about your bank and what you've shared with me, I look forward to hearing from you."

### Four Stages of a Job Interview

1. Prior to the interview, prepare an overview statement (commit to memory), which briefly describes who you are and your professional background. This overview will give the interviewer a capsulated version of your career path something about you as an individual and where your job interest lie. (This should take no more than a couple of minutes.)
2. Secondly, you'll want to get general information about the position. You need to learn about the responsibilities of the job, the objectives to be achieved, and the role it plays in the bank's hierarchy.
3. You need to evaluate how your experience and abilities match the position and the challenges defined. It is also critical to state those accomplishments that support your experience.
4. Finally, you will need to summarize your experience and how you see it fitting (or not fitting) into the position

## Common Interview Questions and Suggested Interview Tips

What are your short and long-range goals?

Be specific. For short-range goals, assume that you'll be hired and express a desire to rapidly learn new skills and quickly master your position. For long-range goals, offer that you would like to help the company become more profitable, advance to high positions of responsibility and help motivate and train others.

How would you describe yourself?

Always refer to your record and how your superiors have described you. Stress your dependability, achievements and a desire to get the job done, as opposed to vague or general pronouncements about your virtues. For example, you can begin your sentences like this, "In my past positions, I've always shown a willingness to....." or "My managers have been impressed by....."

What are your strong points?

Evaluate yourself in terms of the position you seek. Write them down - memorize them. Stress your accomplishments: in your current position, in previous positions, in school and in your community.

### AREAS OF EVALUATION

HUMAN RELATIONS SKILLS

Poised and confident; communicates clearly and concisely.

TECHNICAL KNOWLEDGE

Education and job related learning relevant to the skills required to do the job.

WORK EXPERIENCE

Prior/current work experience directly relevant to skills and knowledge required to do the job.

DRIVE TO ACHIEVE

Accomplishment oriented; sets and meets goals; strong initiative; seeks challenges.

These are areas, which many employers consider very important and evaluate candidates based on these criteria.

How would you rank yourself in these areas?

Exceptional  
Above Average  
Average  
Acceptable  
Below Acceptable Standards

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