



THE OHIO STATE UNIVERSITY

The Bill and Susan Lhota
Office of Alumni Career Management

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Career Management

- Programs/Resources
 - Web resources, alumni job board, webinars, virtual and onsite programs, career fairs, individual career advising (in-person and remotely).
 - www.go.osu.edu/AlumniCareerManagement
- Career Changes:
 - Launching
 - Transition
 - Underemployment
 - Unemployment
 - Encore Career
- A Lifelong Process:
 - Assessment
 - Exploration/Research
 - Personal Branding
 - Networking/Job Search
 - Professional Development





Tackling Tough Questions in the Interview

Agenda:

- General rules about handling tough or inappropriate questions
- TMAY! Tell me about yourself
- Gaps in employment record
- Over/Under qualified
- Illegal/Inappropriate questioning
- Your Questions- Q & A





General Advice for Difficult Questions

- Answer the concern not the question.
- Be prepared. Craft an explanation.
- Avoid TMI (too much information).
- Keep it short.
- Know the organization and it's needs.
- Circle back to fit and value add.
- What is in your control?
- Remember, there was a reason you were called to interview.



Tell Me About Yourself

- **Don't** ...talk too long.
- Don't give personal information.
- Don't share everything about yourself.
- Don't ask, "What do you want to know?"
- **Do...** take the opportunity to open the interview dynamically.
- Demonstrate fit by sharing one to three key strengths needed for the job.
- Keep it to 60-90 seconds. This is your elevator speech.
- Briefly share where you are from, college attended; summarize how your experience has led to this application. End with enthusiasm about the opportunity to interview!



Addressing Employment Gaps

- Craft a short statement, rehearse, be prepared.
- Do not feel the need for great detail.
- Employers more forgiving in 2016.
- End statement with specific value add, fit ,and enthusiasm for the position.
- Functional resume recommended for gaps or transition along with excellent personal branding.



Over/Under Qualified

- Do the research; sell to the employers needs.
- Organize your skills to demonstrate value add.
- “What else do you need to hear to be convinced that I'm the best fit for the job?”
- “Do you have any questions about my candidacy that I haven't yet had the chance to answer?”
- Keep a positive attitude and show passion and enthusiasm.
- Remember, they called you in for a reason.



Inappropriate/Illegal

- Answer the concern, not the question.
- How is it related to the job responsibilities?
- Intentional or unintentional?
- Too much and too personal. TMI
- <http://jobsearch.about.com/od/interviewsnetworking/a/answer-illegal-questions.htm>





Tough Questions

- What is your current salary?
- Will you be bored in this job?
- Do you have kids? How old are they?
- What does your significant other or spouse do?
- Do your parents live in town?
- What is the origin of your last name?
- I noticed that you have a limp.
- I see you weren't working for 5 years.
- Were you dismissed from your last job? If so, are you eligible for rehire within that organization?



Type in the webinar question box
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