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
OR
careers@ohiostatealumni.org