



THE CAREER CHRONICLE

Grossmont College Career Center / Student Employment Services

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Anatomy Of An Interview

1 First Impression

- Appearance
- Body language
- Active Listening
- Eye Contact/Energy
- Smile
- Shake Hands

2 Ability

- Are you what the employer is looking for?
- What can you contribute?

Interviewer decides whether he/she is interested in you.

3 Suitability/Problem Solving

- Will you fit in?
- Can you handle stress?
- Are you prepared to go the extra mile?
- Are you willing to work alone / with others?
- Are you able to solve problems?

Interviewer looks for reasons to justify his/her first impression.

4 Closing

- Summarize qualifications and interest
- Ask questions: duties, company, industry
- Ask if anything is standing in the way
- Ask for the job
- Set up a call-back plan
- Shake hands
- Thank the interviewer(s)

Interviewer decides what the next step will be or screens you out.

30 - 60 Minutes for Interview

The first 20 secs. 33% of decision

The first 5 minutes 80% of decision

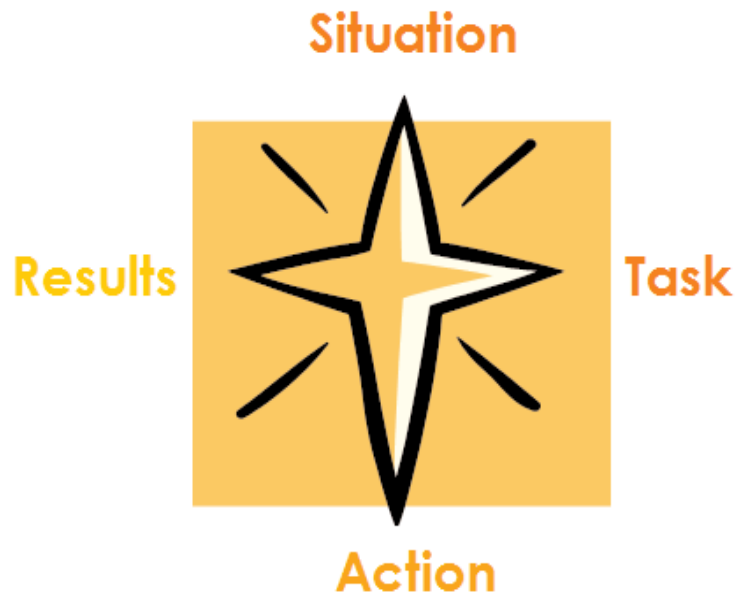
Looking for a Summer Job?

Successful interviewing is key to landing that perfect summer job or new career. "The Anatomy of Interview" outlines four major stages of the interview process.

Internationally known, Carole Martin, *The Interview Coach*, instructed Grossmont College students during a recent workshop how they could feel more confident, better prepared and negotiate a better job offer. She told students, "build your interview muscles," and become a stronger contender in the job market!

Behavioral - Based Job Interview

STAR STRATEGY



Situation

Or

Task

Describe the situation that you were in or the task that you needed to accomplish. You must describe a specific event or situation, not a generalized description of what you have done in the past. Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, from a volunteer experience, or any relevant event.

Action you took

Describe the action you took and be sure to keep the focus on you. Even if you are discussing a group project or effort, describe what you did not the efforts of the team. Don't tell what you might do, tell what you did.

Results you achieved

What happened? How did the event end?
What did you accomplish? What did you learn?

TOP 20 SUMMER JOBS

- Sales
- Post Office Worker
- National Park Services
- Camp Counselors
- Resort or Country Club
- Tour Guide
- Restaurant Staff
- Web Design
- Tutoring
- Telemarketing



Valet Services



Sales

- Campus Jobs
- Construction Worker
- Valet Services
- Pet and House Sitting
- Writing articles for websites
- Convention Worker
- Landscaping
- Lifeguard
- Dog Walker
- Barista



Tutoring



Restaurant Staff



Camp Counselor

The Region at Work

Industry Sector	2011 Jobs	2014 Jobs	Change	% Change	# of Establishments
Management, Scientific, and Technical Consulting Services	34,342	39,433	5,091	15%	3,479
Scientific Research and Development Services	33,604	36,418	2,814	8%	915
Computer Systems Design and Related Services	26,758	28,740	1,982	7%	2,119
Architectural, Engineering, and Related Services	28,913	30,139	1,226	4%	1,700
Offices of Physicians	30,132	33,463	3,331	11%	2,625
General Medical and Surgical Hospitals	21,570	23,223	1,653	8%	131
Home Health Care Services	8,828	10,067	1,239	14%	219
Community Care Facilities for the elderly	8,706	9,900	1,194	14%	323
Navigational, Measuring, Electro medical, and Control Instruments Manufacturing	9,605	10,748	1,143	12%	189
Pharmaceutical and Medicine Manufacturing	5,737	6,008	635	12%	108
Medical Equipment and Supplies Manufacturing	6,480	6,922	442	7%	206
Metalworking Machinery Manufacturing	1,343	1,574	231	17%	49

Source: The Region at Work: CA Employment Development Department, Economic Modeling Specialists, Inc., InfoGroup

Student Employment Services

Internships and Summer Jobs!!



- Sales Clerk
- Line Cook
- Ride Operator
- Host/Hostess

- Sales Associate
- Bell Person
- Room Attendant
- Cook



Summer Program
June - Aug 2012
(619) 699-1213

Supporting Students
of Native American
ancestry in
technology careers.

For more information, stop by the Student Employment Services Office in Building 60 Room 145

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CALENDAR!



34th Annual Career Expo

Wednesday October 17, 2012

Grossmont College

Main Quad

SHAPE THE FUTURE!



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Visit us at: <http://www.grossmont.edu/studentemperservices>



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