

Notes from Do's and Don'ts of Interview session at ACBO I Institute  
March 2015

**If you are applying as an “internal candidate”**

**Do....**

Remember to sell yourself as if the committee does not know who you are

Prepare!

Respect the process

Know your audience

Play up what you already know about the college

Share knowledge of institution as a whole

Highlight strengths compared to needs of the institution

Know the job description

Practice interviewing with a friend, anticipate the questions the committee may ask

Dress appropriately

Be positive and confident

**Do Not...**

Oversell yourself (Fabrication of responsibilities)

Assume the committee knows what you do

Assume you have the job just because you are an internal candidate.

Assume the committee knows your work

Highlight weaknesses

## **If you are applying as an “EXTERNAL candidate”**

### DO.....

Research, know the college and the people Mission/Vision issues; audit reports, budgets, org charts, FTES, new programs, bonds, accreditation status, ERP, Board culture

Be honest

Prepare to sell yourself, key strengths and experience; assets...what can you bring

Know the job description

Dress appropriately

Be able to speak to issues internal and external

Know..”why we should hire you”

Know your audience

Use good interpersonal skills....good eye contact, good body language, calm, personable

Understand the process and follow directions

Use specific examples; be clear and concise and answer questions thoroughly

Prepare good relevant questions if asked

### DO NOT

Contact panel for inside info

Ask for special handling

Be vague, make up stuff

Tell them what they are doing wrong

Stand out for the wrong reasons

Be too brief or too long

Be afraid to ask for clarification or say you do not know

Be too casual/relaxed

Be late

Talk bad about your current college or boss

Act like a short timer

Stray off topic

Go on and on and on....

Make bad jokes

Look at your cell

Say offensive or discriminatory things

Ask about salary schedules/benefits/pay

Make demands

Get personal

Assume all men are interviewing "Dear Sir"