



Interview:

- An interview gives a prospective employer the opportunity to speak with you and consider your appropriateness for the job in question.
- Your resume and application showed that you possess the desired *skills* for the job, the interview will focus on those *intangibles* that will help the employer decide whether you will be a fit

Types of Interviews:

- **Telephone (Screening)** – *Try to arrange this at a time convenient to your schedule*
- **One-on-One/Face-to-Face** – *The most typical type*
- **Behavioral** – *Your past performance and behaviors*
- **Series** – *Coming back for the 2nd, 3rd, 100th time...*
- **Panel** – *A number of interviewers “grilling” you*

Why candidates are not selected:

- Lack of knowledge about the role
- Inability to express information clearly
- Lack of genuine interest or enthusiasm

Do your research:

- Read the job description
 - Know the skills/experience requirements for the job
- Match your skills and experience to the job requirements
 - Identify your strengths and give examples that demonstrate
 - Discuss your achievements that prove your ability
 - Know your weaknesses and give examples of how you have been able to overcome and lessons learned
- Practice questions and prepare answers
- Be ready to sell yourself
 - Know why you want the positions and how you add value

Creating a Good First Impression:

- Solid, conservative suit with coordinating blouse
- Good eye contact, firm handshake and smile
- Portfolio, with room for resume and personal belongings
- Provide a clear introduction of yourself
- Address interviewers by name
- Show confidence and poise

The information exchange:

- Listen carefully to the question being asked and take your time answering them
- Always respond positively
- Focus answers on the needs of the employer
- Ask insightful questions that show your knowledge of the industry and the job
- Give examples and provide details... tell stories that illustrate your achievements – **USE THE STAR TECHNIQUE**

Answering Questions with S.T.A.R.

- **Situation**
 - Explain the situation: what happened? who was involved?
- **Task**
 - What was the particular problem that needed to be resolved?
- **Action**
 - What specific action did you take to resolve the problem?



- **Results/resolution**
 - What were the results of your action?
 - What did you take from this experience?

Questions the interview may ask:

Initiative

Tell me about a time when you had to lead a project when you were the junior person

Problem Solving

Tell me about a time when you encountered a roadblock or challenge

Interpersonal Skills

Tell me about a time when you had to work with people different than you

Teamwork

Tell me about a time when you had to work on a team with a difficult team member

Communication

Tell me about a time you had to present your findings to a team

Questions to Ask Interview:

Frame questions around five areas:

- Responsibilities of the position
- Resources available to help you accomplish the responsibilities
- Level of authority this position has
- Performance measurements
- Corporate Culture

Things to Remember:

Establishing rapport

- Begins the minute you walk in the door
- Arrive early
- Greet all interviewers by name with a smile & a firm hand shake
- Engage in small talk
- Don't speak negatively about a previous manager or employer

Discussing the job

- Interviewers looking for information in three general areas: **Competency, Compatibility, Acceptability**
- Your answers *must* demonstrate why you are the best person for the job
- Be concise. Only answer the question that was asked
- Two cardinal rules: **Always be yourself and Never tell a lie**

Wrapping up

- Ask any questions you have about the job
- Restate your qualifications – how your background fits the job requirements
- Establish eye contact, express your appreciation, & give a firm handshake to each committee member
- Thank the interviewers with an email thank you note.