Interview Tips

Know your resume!

- You have to know yourself and be able to talk about your skills, knowledge, and accomplishments. Make sure you can ‘back up’ anything on your resume with examples.

Know the employer!

- Research the organization and the specific role. Learn about the industry as a whole. Learn about the work setting ahead of time. It’s important to know if this is the right fit for you.

Types of interviews

- In-person - Might be one-on-one, but many times multiple people are involved
- Phone - Dress up. Find a quiet place, have your notes and resume with you for reference
- Video conferencing - Keep your body language and expressions natural. Look at the interviewer or the camera. Speak clearly

How many interviews?

- First round – shorter and are typically for screening.
- Second round - you’ll probably visit the organization, meet with more staff members, and might be asked to discuss a case or make a presentation.
- Third round - you are probably a finalist. You may meet with a high-ranking manager or be asked to participate in a peer screening or presentation.

Types of questions:

- General questions- these are asked to get a broad sense of who you are and your experience. They are also used to help the employer determine if this particular position is a good fit for your personality, experiences and future goals.
- Behavioral questions - skill-focused, based on the idea that past experiences predict future behavior. Here the employer wants to see what you’ve achieved and accomplished.
- Case questions - offer a ‘case’ for you to ‘solve’, so to speak. The interviewer presents a scenario and you are asked to explain how you would handle it. It’s more important to explain how you would handle the problem rather than solving the problem.
Interview Tips (continued)

Use the STAR technique to set up a framework to your answers:

- **Situation** – start with a brief set-up of the situation or setting you are going to talk about
- **Task** – an explanation of the task you had to complete or problem you had to solve
- **Action(s)** – detailed actions you took, focusing on the skills you used in this situation
- **Result** – positive outcome from the example you shared; how did things turn out?

Prepare questions to ask the interviewer!

- Questions should pertain to the position and express your interest. Don’t ask things you could have found on your own.

Follow up!

- Within 24 to 48 hours, follow up with a thank-you letter to all interviewers.

Quick Tips:

- Turn off your cell phone; employers are NOT amused by ringing or vibrating phones in interviews.
- Plan a professional outfit for the interview. Wear a suit.
- Be sure to gather extra resume copies, reference sheets, a pen and a notepad to take with you
- Remember to assess the organization - does it seem like a good fit for you?
- Go over commonly asked interview questions with a friend
- Know where you’re going and be sure to arrive a few minutes early.
- Keep your online presence clean.
- Carry yourself with confident posture and open body language.
- Maintain good eye contact
- Give a firm handshake and smile regularly

#1 RULE: PRACTICE!