Objectives of an Interview

- Allows you to convey important information about your qualifications for the position
- Enables you to gain additional information about the position and employer
- Helps the employer know if you have the skills, personality, and interest to do the job
- Determine if you are seriously interested in the position being discussed/good fit
Types of Interviews

- Traditional
- Behavioral/Story Telling
- Case
Types of interview questions

- **Credentials:** *What is your greatest strength?*
- **Experience:** *Tell me about your internship at {organization name}.*
- **Behavior:** *Tell me about a time when you worked with a team to solve a problem.*
- **Opinion:** *What do you think about our recent policy change of {policy name}?
Methods of Interviews

- In person
  - On-campus, Employer site visit
- Telephone
- Video Conferencing
Preparing for the Interview

- Know yourself
  - Skills and interests that qualify you
  - Your values
  - Your short and long range goals
- Know the employer
  - General understanding of the field
  - Information and key details about the position for which you are interviewing (specific and general)
Ways to prepare information about yourself

- Review your resume/history of accomplishments and achievements
- Prepare a “30 second commercial”
- Review sample interview questions and think about how you would answer them
So, tell me about yourself

- The most common interview opener
- Interviewer is looking for a brief introduction to who you are: what makes you interesting? What are your unique activities or involvements? Why are you interested in the position?
- Remember to keep your response natural and conversational!
Tips for answering questions

- Consider why the interviewer is asking *this* question
- Expand answers, avoid yes and no...give details
- Tie in strengths to jobs and activities
- Weaknesses - go full circle
- If stumped, buy a minute or say, “I am uncertain, but this is what I might do...”
Think STORY, not EXAMPLE

- Whether in a movie or book, a good story usually begins with a CONFLICT, PROBLEM, or CHALLENGE
- A story starts at a specific moment in time
- Stories don’t have to be about professional experience: School, sports, personal challenges, community service
- Stories should include what student was feeling, doing, and thinking
- Bring story all the way to the conclusion
Answering behavior-based questions
Use the STAR technique!

S-Situation
T-Task
A-Action
R-Result
Tell me about a time when you…

… worked with a team to solve a problem.

Interviewee #1: “I did a lot of group work while working as a Peer Advisor.”

Interviewee #2 Uses the STAR technique…
Using the STAR technique...

S-Situation
I work as a peer advisor in the Co-op & Career Services office with 5 other students.

T-Task
We were asked to develop a creative way to promote the office to PhD students.

A-Action
We sat down as a team in a roundtable discussion to brainstorm our ideas, and each member had a chance to contribute.

R-Result
We used a combination of our ideas to develop a publicity campaign, which successfully increased PhD registrations by 10%.
What is an interviewer looking for?

- **Ability/Skills**
  - Does the applicant have the ability to do the job?
  - Does the applicant have the will to do the job?

- **Personality/Fit**
  - Will the applicant get along with others on the team?
Questions for the interviewers

- **DO** prepare questions to ask the interviewers!
  - Demonstrates your level of interest
  - Avoid asking questions that are answered on the website, the job description, information sessions, etc.
- Sample questions
Beyond the questions…

- Communication style
  - Tone
  - Speed of speaking/Clarity

- Body language
  - Posture
  - Eye contact
  - Fidgeting
  - Hand gestures
Beyond the questions...

- Appearance
  - Interview dress
  - Grooming
- Overall presentation
  - Motivation
  - Confidence
  - Interest
  - Preparedness
Final suggestions…

- Be on time
- Be positive and enthusiastic
- Maintain eye contact and a good posture (be aware of body language!)
- Do not take notes during interview
- Follow up with thank you letters
- SMILE!
Interview Success Factors

- Verbal and written communication
- Analytical, logical thinking and problem solving skills
- Interest in job/field/employer
- Interpersonal skills
- Enthusiasm
- Goals
- Leadership skills
- Confidence and professionalism
- FIT!
The Three “P’s”

- Polite
- Patient
- Persistent
Questions?