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 the organization
- 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 and if you are a good fit
Types of Interviews

- Traditional
- Behavioral/Story Telling
- Case
Types of Interview Questions

- **Skills:** What are your greatest strengths?
- **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}?
Method of Interview

- In person
  - On-campus, Employer site visit (2nd round)
- Telephone
- Video Conferencing
Preparing for the Interview

Analyze Yourself

- Answer the “so what?” about each point on resume
- Skills and interests that qualify you for this job
- Your work values—travel, hours. Know what you want.
- Your short and long range career goals—how will this job help you get where you want to go
- Be prepared to explain what you accomplished, why you performed tasks a certain way, what you gained from the experience
...Preparing for Interview

Know the employer

- Research industry, company, job (read the job description and address it)
- Attend employer information sessions
- Read employer website, news articles about company – this will impress!
- Know the products, services, stock performance, competitors, industry trends

Vault, Hoovers, Lexis Nexis, CareerSearch
How to Describe Yourself

- Review your resume/history of accomplishments and achievements
- Prepare a “60 second pitch”
- Review sample interview questions and think about how you would answer them
- **Prepare questions to ask employer** – this will set you apart from others.
Tips for Answering Questions

- Consider why the interviewer is asking *this* question
- Expand answers, avoid yes and no…offer details
- Tie in strengths to jobs and activities
- Weaknesses – the “J” technique
- If stumped, ask for a minute to think, then say “I would consider doing….,”
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!
Think Story, not Example

- Whether in a movie or book, a good story usually begins with a situation
- Stories don’t have to be about a professional experience (although that is usually preferred): School, sports, personal challenges, community service
- Stories should include the actions you took to bring about results
- Bring story all the way to the conclusion offering results
- Use the STAR Technique: **Situation, Task, Action, Result**
What is an Interviewer Looking for?

- 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, ask for a minute to think, then say “I would consider doing….”
Beyond the Questions

- Communication style
  - Tone – use inflection
  - Speed of speaking/clarity
- Body language
  - Posture
  - Eye contact
  - Fidgeting
  - Hand gestures
Additional Suggestions

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

- **Verbal** and written communication
- Analytical, logical thinking and problem solving skills
- Genuine interest in job/field/employer (Enthusiasm!)
- Interpersonal skills
- Goals
- Leadership skills
- Confidence and professionalism
- FIT!
Questions for the Interviewer

- **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. Ask business questions
  - Business direction and goals, management style, market growth projections – from your research
Three Questions Employers Want Answered

- Why are you interested in this industry and company?
- Why are you interested in this job?
- Why should I hire you?

Remember, they are seeking a skills and interests match, but also your “fit” with the culture.
Questions?