

Quick Tip Sheet

Interviewing

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There are many different types of interviews as well as interview methods and techniques. Every job is different, so be prepared! The purpose of an interview is to determine if you can do the job (based on your skills, abilities, and experience), if you want the job (interest), if you will do the job (motivation), and if you are a good fit with the organization (personal qualities).

BASIC INTERVIEW PREPARATION

- Confirm interview logistics (time, location, technology)
- Clarify the type and format of the interview
- Select your wardrobe and prepare it the night before
- Prepare your materials (copies of your resume, work samples, references, a portfolio pad, and a pen)
- Research the position, company, and industry
- Prepare questions to ask interviewers
- Anticipate questions you'll be asked and prepare quality responses
- Practice and/or do a mock interview at our center

BEHAVIORAL BASED INTERVIEWING

Behavioral Interview Questions: Type of questions the employer/hiring manager will ask to help understand how the interviewee might do in the future. The interviewee will prepare answers (interview "stories") that highlight the different competencies and skill sets the employer is looking for.

Behavioral Interview Questions start like:

Describe a situation....

Give me an example....

Tell me about a time....

STAR Method: Strategy in answering *Behavioral Interview Questions*, this method helps the interviewee stay on track in providing detailed examples of prior related experience.

"S" - Situation: Describe the situation that you were in or the task that you needed to accomplish (specific not general)

"T" - Task: What goal were you working towards?

"A" - Action: Describe the actions you took to address the situation.

"R" - Results: Describe the positive outcome of your actions.

COMMON INTERVIEW QUESTIONS

Questions about Your Personal Characteristics

- Tell me about yourself.
- What is one of your strengths/weaknesses?
- Describe a time when you had to demonstrate your multitasking abilities.

Questions about the Specific Job/Company

- Why do you want this position?
- Why should we hire you?
- In what ways do you think you can make a contribution to our company?

Questions about School/Education

- How did your college experience prepare you for this position?
- What led you to choose your major?
- Which course did you find the most beneficial? Least beneficial? Why?

Questions about Previous Experience

- Describe your most rewarding professional experience.
- Tell me about a project or procedure you initiated and implemented.
- Tell me about a time when you had to handle a difficult situation with a co-worker.

Questions about Interpersonal Relations

- Tell me about your relationships with customers/co-workers/supervisors. What problems did you face and how did you handle them?
- Of the supervisors you've had, describe the one whom you most admired. Why?
- Tell me about your experience working alone and as part of a team? Which do you prefer and why?

QUESTIONS TO ASK INTERVIEWER

- What are the most significant priorities over the next year for this position?
- What does your company expect in ways of personal and professional growth for a person hired into this position? What sort of professional development opportunities are available?
- What do you enjoy most about working here?
- What is the next step in the interview process? What is your time frame?

THANK YOU/FOLLOW-UP LETTER

Following each interview, write a short and timely letter of appreciation. This will demonstrate professionalism and give you an opportunity to make another positive impression.

- Restate briefly any points you think you may not have communicated effectively, or add an important point you may have forgotten.
- Recap your value and show how your skills and experience will help meet the employer's goals.
- Be enthusiastic and authentic and mention specific details from the interview that heightened your interest in the position.
- If interviewed by more than one person, send each interviewer a customized letter and/or email that references something specific in your discussion.
- Send a thank you even if you are no longer interested in the job. In many cases, your information will be retained for a future position or forwarded to another manager.

THANK YOU EXAMPLE

July 1, 201X

Dear Mr. Gold:

Thank you again for meeting with me yesterday. It was such a pleasure to meet you and your team, and I am even more excited at the possibility of becoming part of such a dedicated and energetic staff. I believe I will be able to leverage my past experience in sales and client relations to make an immediate and positive impact in the Associate Account Manager position as you strive to grow your business by 15% in the next fiscal year.

I am looking forward to hearing from you regarding your decision. I have a great deal to contribute and would enjoy being part of Amica Mutual Insurance Company.

Sincerely,
Sara Singer

FOLLOW-UP EXAMPLE

July 25, 201X

Dear Mr. Gold:

I hope all is well. The purpose of my note is to touch base with you about the Associate Account Manager position and the status of my candidacy. I would also like to reiterate my strong interest and excitement about the position. This job is a direct match with my professional skills, interests, and career aspirations. You work with a great team and I know that I will be able to make an immediate impact.

Please don't hesitate to contact me if you need any additional information in regards to my qualifications. Thank you again and I look forward to hearing from you about your decision.

Best,
Sara Singer



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