

Basic Interview Tips

Interview Tip 1: *Plan Ahead* - Do a little homework! Research the company and the position if possible, as well, the people you will meet with at the interview. Review your work experiences. Be ready to support past career accomplishments with specific information targeted toward the companies needs. Have your facts ready!

Interview Tip 2: *Role Play* - Once you have finished studying, begin role playing (rehearsing). Use the general questions provided below. Write down answers if it helps to make your presentation more concise. Try to keep your answers to the information your new employer will want to know.

Interview Tip 3: *Eye Contact* - Maintain eye contact with your interviewer. Show you want the job with your interest.

Interview Tip 4: *Be Positive* - In particular, avoid negative comments about past employers or yourself.

Interview Tip 5: *Adapt* - Listen and adapt. Be sensitive to the style of the interviewer. Pay attention to those details of dress, office furniture, and general decor which will afford helpful clues to assist you in tailoring your presentation.

Interview Tip 6: *Relate* - Try to relate your answers to the interviewer and his or her company. Focus on achievements relevant to the position.

Interview Tip 7: *Encourage* - Encourage the interviewer to share information about his or her company. Demonstrate your interest.

The STAR Approach

Behavioral/Situational Interviewing Techniques

Situation or Task:

Describe the situation that you were in or the task that you needed to accomplish. Describe a specific event or situation (don't generalize) of what you have done in the past as it relates to the question asked.

Action:

Explain the action you took to accomplish the task at hand. Make sure to keep focus on you and what you did to help accomplish the task.

Result:

Explain that result that occurred. What happened? What was the final result? Overall, what did you learn?

**Prepare yourself for a behavioral interview or behavioral questions in advance of the interview. Think about situations that you feel comfortable speaking about in an interview. Use examples from internships, classes, school projects, team activities, previous job experiences or even hobbies.*

**Communication is important in an interview and even more important during a behavioral interview. You must clearly convey information and ideas to the audience to help them understand and retain the message.*

Examples of Behavioral/Situational Questions

Decision Making and Problem Solving

Give me an example of a time when you had to keep from speaking or making a decision because you did not have enough information.

Give me an example of a time when you had to be quick in coming to a decision.

Leadership

What is the toughest group that you have had to get cooperation from?

Have you ever had difficulty getting others to accept your ideas? What was your approach? Did it work?

Motivation

Give me an example of a time when you went above and beyond the call of duty.

Describe a situation when you were able to have a positive influence on the action of others.

Communication

Tell me about a situation when you had to speak up (be assertive) in order to get a point across that was important to you.

Have you ever had to "sell" an idea to your co-workers or group? How did you do it? Did they "buy" it?

Interpersonal Skills

What have you done in the past to contribute toward a teamwork environment?

Describe a recent unpopular decision you made and what the result was

Planning and Organization

How do you decide what gets top priority when scheduling your time?

What do you do when your schedule is suddenly interrupted? Give an example.

Other Behavioral Questions

Give a specific example of a policy you conformed to with which you did not agree.

Give me an example of an important goal which you had set in the past and tell me about your success in reaching it.

Describe an instance when you had to think on your feet to extricate yourself from a difficult situation.

schedule. This will demonstrate that you are responsible and can think through situations on your own.

Questions To Ask In an Interview

- What are some of this job's day-to-day responsibilities?
- What are some skills and abilities that are necessary have to be successful with this company?