Interview Quick Tips

Research the Organization: Research the company size, location, organization chart, product line, history, current news articles about the company, top clients, or top competitors.

Prepare Questions & Responses: Prepare examples of previous experiences that demonstrate your strengths.

Dress Professionally: It is better to dress more professionally, than to be too casual.

Arrive Early: 10-15 minutes before the interview actually begins.

Follow Up: Write a thank you note. Address why you are a good fit, any concerns/hesitations that arose, and state that you are still interested in the position.

Types of Interviews

Screening Interview: Quick interview either in person, video, or on the phone. Identifies skills, abilities, and experience.

Team Interview: You and other candidates are interviewed as a group; you may all be asked the same questions and respond in a sequential order, or you may be observed interacting with the rest of the group.

Case Interview: Popular for consulting firms. You are provided with a scenario and asked to identify the problem and a resolution. Find more specific resources for case interviews at WetFeet and GlassDoor.

Skype Interview: As companies cut costs, you may be asked to do a Skype interview instead of a phone interview.

On-site Interview: This is the more traditional face-to-face interview in an employer’s office. For all the uses of technology, many companies still prefer the personal connection in this type of interview.

Phone Interview Tips:

- Find out who you will be speaking with. Find a quiet place to conduct the interview, and use a landline if possible. Career Services can provide you with a space and phone if needed.
- Wear something professional, yet comfortable, as this will help set the mood and reinforce the significance of the event.
- With phone interviews you can have notes, your resume, and the job description in front of you to help you answer questions.
- Smile! Your tone of voice on the phone is important, as it will convey your personality. Speak slowly and clearly with enthusiasm and confidence. You can also stand up while you are talking. Sitting can sometimes affect the quality of your voice.
- Expect some minor incidents of miscommunication.

Skype Interview Tips:

- Find a quiet place to conduct the interview. Career Services can provide you with a space if needed.
- Consider what’s in the background and dress professionally.
- Double-check your settings by practicing with a friend before the actual interview.
- Ask who will be present at the interview and be sure to speak to each person directly.
- A Skype interview is more like a face-to-face interview. Try to look into the camera instead of your own screen and keep any notes out of the way.
- Make sure your profile picture and information is professional.
- Anticipate some troubleshooting with technology.
Types of Interview Questions-

Behavioral/Open ended questions-
“Tell me about a time when...” and “How did you...”
Talk about your past experiences and hint at how you might perform in the future
Why questions-
“Why did you study...” and “Why did you choose this project...”
Why questions get at motive, reveal preferences
Closed questions-
“Do you know how to use...” and “When can you start...”
Closed questions confirm information

Example Interview Questions
- Tell me about yourself.
- Why are you interested in this position?
- Why did you choose your major? How has what you learned in school prepared you for this position?
- What are your top 3 strengths? What is your greatest weakness?
- How do you think a friend, classmate, or professor who knows you well would describe you?
- Why should I hire you?
- What qualifications do you have that make you think you will be successful in this job?
- In what ways do you think you can make a contribution to our organization?
- What work environment are you most comfortable in?
- What two or three accomplishments have given you the most satisfaction? Why?
- Why did you decide to seek a position with our organization?
- What were the most important contributions you made in your last job?

Example Questions To Ask
- Can you describe the characteristics and skills of a successful person in this position?
- Which parts of the job are most challenging?
- What do you enjoy most about your job? Least?
- What other departments/divisions do you interact with the most?
- What makes you different from your competition?
- To manager: What is your management style?
- What would be your expectations for me in the first 60/90 days?

STAR Method- Organizations rely on behavioral interviewing to screen candidates. Even if you are not asked a behavioral question, it is still appropriate to follow the STAR formula in a response. People remember stories and examples more frequently than simple responses.

Situation: Sets the stage. Provide an overview, being specific and succinct
Task: Describe the goal you were working towards
Action: Describe your actions, the steps you took.
Result: Describe the outcome, if possible. This is your time to take credit.

Example of STAR Method Example-

Example: Tell me about a time you had to manage multiple projects?

Situation: I ended up with three projects due on the same day.
Task: I was assigned a research project and a presentation, while my supervisor’s boss asked me to help edit an article.
Action: I prioritized a list and consulted with my supervisor... I blocked off more time... set limits for each project.
Result: I ended up finishing the research project ahead of schedule, which pleased both my supervisors.

Examples of Behavioral Questions:
- Give an example of a time when you could not participate in a discussion or could not finish a task because you did not have enough information.
- Give an example of a time when you had to be relatively quick in coming to a decision.
- Tell me about a time when you had to use your presentation skills to influence someone’s opinion.
- Describe a time when you used your fact-finding skills to gain information needed to solve a problem. Then tell me how you analyzed the information and came to a decision.
- Share an example of an important goal you have set and tell me about your progress in reaching it.
- Describe the most significant written document, report, or presentation you have completed.
- Give me an example of a time when you had to go above and beyond the call of duty in order to get the job done.