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INTRODUCTION TO INTERVIEWING

landed an interview. Now comes the hard part. Learning how to effectively articulate your skills, background and experience to potential employers is challenging and takes hard work. But, with adequate and proper preparation and practice you can go into interviews feeling confident and calm.

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for the organization and role, it also gives you a chance to learn more about the culture of the organization, the specifics of the job and whether or not this position will meet your needs and expectations.   Make sure

the job, and are prepared to ask questions that are important to your understanding of the position.

This guide will outline what to do before, during and after an interview. It summarizes how to prepare for a variety of interview settings, what to expect during your interview and how

Phone Interviews: This is often the first step in the interview process and is used by employers as a cost efficient means of screening candidates before bringing them on site. You should prepare as you would for

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Turn off your computer, tv and any extraneous noise and phone notifications that could distract you.
Find a quiet, separate space for the interview.

Have paper and pencil for notes, and water near you should you need it.
Have your resume and key points nearby to refer to.
Listen carefully and try not to interrupt!

employer to see your excitement for the job; make sure you express it verbally.

Virtual/Skype Interviews: Use of virtual interviewing is on the rise and provides employers with the added benefit of seeing you, compared to a phone interview. To prepare for this type of interview, do everything you would do for a phone interview, but also:

check it all out beforehand
Turn off all distractions, including your phone, music, television, and any instant messaging apps and email on your computer.
Dress for an interview! From top to bottom. Solids work best on camera.
Make sure the interviewer(s) can hear and see you clearly, and that you can hear and see them.
Sit up straight and try not to move around too much.
Set up the webcam at eye level and look into the camera, not at the image of the interviewer on your computer screen. Otherwise it will appear that you are always looking down rather that at the interviewer.

Pre-Recorded Interviews: Many organizations are replacing phone interviews (screening interviews) with one-way recorded interviews.   to a third-party platform which provides pre-recorded questions

Make sure you pay attention to all of the instructions provided, including time frame for completing the interview.
Practice!   usually given sample questions for practice. Make sure you use them! This will help get you comfortable with the technology and format, and allow you to view your responses to improve your presentation style, before the actual interview begins.
TRY TO RELAX!

 Group Interviews: Sometimes employers will use a group interview to expedite the hiring process as well as see how a candidate stands out among other candidates, handles a new situation and works in a group setting.   To help you stand out, consider doing the following:
Prepare a good introduction of yourself to the group.
Resist pulling out your phone while waiting for the interview to officially begin. Introduce yourself to the others; try to get a conversation going.
Try to include others in your responses. Perhaps you can add something to what one of the other candidates said. Maybe you can
responses.

Listen to what the others are saying and make sure your body language shows engagement and interest in the group.

Behavior Based Interviews: This type of interview is based on the premise that past behavior predicts future behavior. Rather than ask you about potential situations you might face on the job, the interviewer focuses on questions that highlight the skills and competencies they are looking for in employees. Candidates are asked to talk about past situations and how they handled them, in order to assess their actual experience and ability to handle similar situations on the job. *Behavior based questions tend to be probing and specific.*

Developing strong, specific responses to behavior based questions takes time, but the process of reviewing your past work history and finding concrete examples to demonstrate your competencies goes a long way in preparing you for the interview.

2. Review your background and experi
    skills.
3.
    have a beginning, middle and an end.
4. Think about having some examples of situations with negative outcomes too. You may be asked
    about situations which were challenging and what you learned from them.
5. Use the STAR format below to tell your story.
6. Practice!

STAR format:
    S = Situation (describe the situation you were in)
    T= Task (describe the tasks you had to complete)
    A= Action (describe the action you took in the situation)
    R= Result (describe the end result of your actions)

Example:

            : Last year, I was the Vice President of the Geology Club (Situation). Membership had
declined over the past years and we wanted to do something about that (Task). Since our budget was
limited, we had to decide how to creatively market the club to the student body. I came up with the
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the t-shirt, I arranged for a variety of venues on campus where we could distribute the t-shirts, which
also worked to increase our exposure to the student body (Action).   In the ended we produced and

Tell me about a time when you had to deal with a personality conflict at work.

Give an example of a situation when you had to handle multiple responsibilities at the same time.
Tell me about a time when you were in a situation when events and circumstances changed rapidly.
Give me an example of a time you faced a conflict while working on a team. How did you handle that?
et everything on your to-

In order to prepare your response, first consider why an interviewer asks this question. To begin with, it is usually

CORE COMPETENCY	HOW I DEMONSTRATE IT gather examples from work, volunteer, projects, clubs, etc.
Critical Thinking/Problem Solving - Exercise sound reasoning to analyze issues, make decisions, and overcome problems. Obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.	
Team Work/Collaboration Build collaborative relationships, work within a team structure, and ability to negotiate and manage conflict.	
Professionalism/Work Ethic Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time management. Demonstrates integrity and ethical behavior, acts responsibly and is able to learn from mistakes.	
Communication – Articulate thoughts and ideas clearly and effectively in written and oral forms. Proven public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.	
Digital Literacy Utilize digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. Demonstrates effective adaptability to new and emerging technologies.	
Leadership Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. Ability to manage self- emotions and those of others; organize, prioritize, and delegate work.	
Career Management – Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position and career goals, understands how to self-advocate for opportunities in the workplace.	
Global/Intercultural Fluency – Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. Demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and	

QUESTIONS YOU MIGHT ASK:

Either at the end of your interview, or perhaps during the interview, you will have the chance to ask questions that are