**Interviewing 101**

**Before the Interview:**

* Review the job description and identify key skills they are seeking.
* Do a strengths exercise to identify where and how you developed each of those skills.
* Research the employer. What is their purpose and mission? Know more than the 1st page of the website.
* Anticipate possible questions (contact Career Development for ideas). Develop examples of when you have used the relevant skills.
* **PRACTICE!** Sign up for the speed mock interview event and/or a private mock interview.

**Day of the Interview:**

* Arrive 10 to 15 minutes in advance.
* Dress appropriately for the job and interview environment.
* Bring a few copies of your resume printed on resume paper.
* Have work samples? Bring them with you in a portfolio format.

**During the Interview:**

* Note the name(s) of the interviewer(s). Get a business card if possible.
* Have a goal for the interview of what you want them to know about you.
* Have 3-5 relevant questions prepared. Don’t ask about salary or benefits in the first interview.
* Find out their timeline.

**After the Interview:**

* Send a thank you note to each person who interviewed you. Ask in Career Development about how to approach thank you notes.

**Types of Interviews:**

**Individual –** One person interviewing one candidate.

**Phone** – One or more people interviewing one candidate on the phone.

**Video Conference** – One person or a group online.

**Small Group/Committee** – There are two types of these

One person being interviewed by a committee.

Multiple people being interviewed simultaneously by one or more people.

**Task Oriented** – One or more tasks must be completed. Most often a presentation or a

problem solved on a “white board.”

**Case Interview** – Most often used by consulting firms. Candidate is given facts of a

case/client/situation and given time to prepare a report or presentation on the solution

**Stress** – Interviewing intentionally put the candidate under stress, often by being negative.

Often used for customer service or jobs with a high level of stress such as police officer.

**Meals** – For a day long+ interview, meals are often part of the interview. It’s good to know your

dining etiquette!

**Types of Questions:**

**Traditional** – Tell me about yourself? What are your strengths/weaknesses

**Situational** – Here is the situation, what would you do?

**Brainteasers** – They are looking for your thought process. Example: How many ping pong balls

fit in a Volkswagen?

**Off-Beat** – Again, they are looking at your thought process. Example: What vegetable would

you be and why?

**Case** – Case interviews/questions are always used by consultants and sometimes others as well.

You spend a set amount of time analyzing a situation and do a presentation on

solutions.

**Behavior Based** – Based on the idea that the best predictor of future behavior is past behavior.

Questions of this type always ask for specific examples. See STAR method for how to

answer these questions.

**STAR Method of Answering Interview Questions**

**Situation –** Describe a specific situation that relates to the question.

**Task** – What was the task you needed to accomplish?

**Action** - What was the action you specifically took?

**Result** – What was the positive result of that action?

Sample behavior based interview questions:

* Tell me about a situation where your own initiative made a difference in the outcome.
* Tell me about a time when the ability to communicate effectively was critical to the success of a task or project.

Contact [Deborah.jones@kwc.edu](mailto:Deborah.jones@kwc.edu) for help, to sign up for speed mock interviews, to do an individual mock interview, or to have her present to a group. You can also schedule an appointment in the Student Success Center.

****