

# INTERVIEWING



Application materials may lead to an interview, but good interviewing skills can turn an interview into an offer!

## *Step 1: Before an Interview*

- Research the organization and know their mission, services, products, etc.
- Consider following them on Handshake, LinkedIn, and other social media platforms to show genuine interest.
- Know specifics of the interview (i.e. date, time, location, duration, number of people interviewing, etc.)
- Prepare for questions you may be asked and practice your answers.
- Prepare 5-7 questions to ask the interviewee.
- For virtual/phone interviews, test the technology you'll be using prior to the interview, have your phone/computer fully charged, and have a Plan B ready just in case something doesn't work.

## *Step 2: During an Interview*

- Dress for success by wearing professional business attire. Consider looking for clothes at the [Bennie Career Closet](#) and [SJU Career Closet](#).
- Bring extra copies of your resume.
- Arrive 10-15 minutes early.
- Smile and use direct eye contact. Consider a firm, confident handshake or [alternative welcoming greeting](#).
- Maintain good posture and try to avoid nervous gestures.
- Listen carefully to each question and take time to formulate answers.
- Respond to questions directly and honestly. If a question is unclear, request clarification.
- Avoid expressions like, "you know", "um" and "like."
- Highlight your experiences and skills that relate to the position in your answers.
- When given the time for you to ask the interviewee questions, make sure to ask at least two or three.
- Always leave the interview knowing the next step in the process (i.e. more interviews, timeline, etc.)
- Ask for the interviewee's business card for any follow-up.

## *Step 3: After the Interview*

- Send a thank you note or email to each interviewer within 24-48 hours.
- Thank the interviewer for their time, reiterate your interest in the position, and restate or highlight traits or skills relevant to the position.
- If you do not hear from the employer within the stated timeline, it is appropriate to call and ask for an update on the process.

## *Additional Tips:*



- You are not required to answer questions of a highly personal nature. If an interviewer asks about your race, religion, nationality, sexual orientation, or marital status, stay calm and ask why/how that is relevant to the position.
- Be yourself. Employers want to gain a sense of who you are as a person.
- Demonstrate through your answers that you can do the job. Employers want to know they are making a good decision for their organization by hiring you.

# INTERVIEW QUESTIONS



## GENERAL INTERVIEW QUESTIONS:

Questions employers ask during interviews help them answer the three big questions they have about you.

### #1

#### Who are you?

- Tell me about yourself.
- What motivates you?
- How would a friend or professor describe you?
- What accomplishment has given you the most satisfaction and why?
- How have you handled adversity in your life?
- How do you operate under stress?
- What have you been working on?
- What have you learned about yourself during the pandemic?
- You might be asked "off the wall" questions, like: If you could be an animal, what would you be and why?

### #2

#### Can you do the job?

- How can you contribute to the organization?
- Why did you choose your field or major?
- Why are you interested in the position?
- What do you consider to be your greatest strengths and weaknesses?
- What are your short-term and long-term professional goals?
- How would you describe the ideal job?
- What are your career goals?
- Why should I hire you?

### #3

#### How will you fit within the organization?

- What do you know about our organization?
- How does our organization fit your career goals?
- Do you have a geographical preference? Why?
- Are you willing to relocate or travel?
- How would you describe your ideal boss?
- How would you characterize your relationships with your colleagues?
- Can you do the job while working remotely?

## BEHAVIORAL INTERVIEW QUESTIONS:

Employers ask behavioral questions to learn how you might handle situations within their organization. Your detailed descriptions of how you've handled situations in your past will form the basis for how well the employer believes you can perform the job.

Consider using the 'STAR' technique to formulate your answers to behavioral questions like these:

### Shine like a STAR at your next interview

Use the STAR Method to highlight your qualifications for the job.



- Tell me about a time you were especially creative in solving a problem.
- Tell me about a time you dealt with an angry customer or coworker and how you handled that.
- Tell me about a time you were frustrated with the performance of a group you were in. What did you do? What was the outcome?
- Tell me about a time you handled multiple projects simultaneously.
- Describe a situation where you demonstrated initiative. What was the outcome?
- Describe a time where you utilized your leadership ability to gain support for an idea.



### Next steps...

- Review additional interviewing resources in the [XPD Canvas Course](#).
- [Schedule an appointment](#) with an XPD Career Coach for a practice interview and for additional interviewing tips.

