

YOUR GUIDE TO INTERVIEWING



PREPARATION

BEFORE THE INTERVIEW:

- [Research the company](#) - their values, social media feeds, and recent projects.
- Review and practice answers to common interview questions.

DURING THE INTERVIEW:

- Dress in [business professional](#) attire.
- For virtual interviews - Arrive at least 5 minutes early to the virtual waiting room.
- For physical interviews - Check in at the front desk at least 15 minutes early.
- Bring a notebook, padfolio, pen, and extra copies of your resume.
- Give a firm handshake at the introduction. Maintain good eye contact and posture.
- When asked, "Do you have any questions for us?", it's critical you have 2-3 questions prepared to indicate your interest in the company
 - Be careful. Do not ask about salary in a first round interview. Review this [article](#) to learn when it's appropriate.
- At the end of the interview, ask about the hiring timeline and the next steps in the process.

AFTER THE INTERVIEW:

- Within 24 hours, email the interviewer a [thank you note](#).

TYPES OF INTERVIEW QUESTIONS: COMMON QUESTIONS

Below are the most common questions among recruiters, regardless of industry. You need to be prepared for the following:

Tell me about yourself.

- Utilize the FIT formula: Favorite, Insight, Transition. For an explanation of FIT, see this YouTube video: <https://www.youtube.com/watch?v=HK1PxHdWHvk>

What do you know about this company?

- To answer this question, you need to [conduct research on the company](#). Share something with the employer that demonstrates your genuine interest.

Why are you interested in this role?

- In preparation for this question, take a look at this [video](#). Also, review the job description and use it as your guide to detail how your skills and experience make it a good fit for you and how you will be an ideal fit for the company.

TYPES OF INTERVIEW QUESTIONS: BEHAVIORAL QUESTIONS

Why do they ask these questions? What is it?

- "Past performance is an indicator of future success." These questions ask you to share example(s) of a specific situation you've been in. In other words, tell your story.

How do you know it's a behavioral interview question?

- It starts with one of these phrases:
 - "Tell me about a time when..."
 - **Tell me about a time when you persuaded someone to see things your way.**
 - "Give me an example of..."
 - **Give me an example of a time you managed multiple responsibilities. How did you ensure the work was completed on time?**

*Use the **STAR** method to answer a behavioral interview question:*

- **Situation:** Set the scene and give the necessary details of your example.
- **Task:** Describe your role in the situation.
- **Action:** Explain what steps you took to address it. Be specific and give details.
- **Result:** Share what outcomes your actions achieved.

View this [example](#) of how to use the STAR method to answer a behavioral interview question.

QUESTIONS TO ASK THE EMPLOYER

I don't have any questions to ask. Is it still necessary to prepare some?

- YES! These questions demonstrate your genuine interest in the employer and the job. The worst answer to this question is "no"!

Examples of Questions to Ask

- **Questions about the job:**
 - What types of skills is the team missing that you're looking to fill with this new hire?
 - How does this position contribute to the company overall?
- **Questions about the company:**
 - What direction do you see the company heading in the next 2-5 years?
 - How does the organization ensure it's upholding its values?
- **Questions about training and professional development:**
 - What does your onboarding process look like?
 - What learning and professional development opportunities are available to your employees?
- **Don't forget to ask this critical question:**
 - What are the next steps in the interview process?

This [article](#) gives additional information and examples.