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

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.

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