

How to ACE the Interview



What's your experience with interviewing?



Any specific questions about interviewing you'd like answered?

Purpose of the Interview

- Opportunity for the interviewer to determine your FIT with the position & organization
- Chance for you to:
 - Highlight your qualifications
 - Showcase how you meet the needs of the organization
 - Explain how you can add value
 - Determine if the organization and position FIT you
 - Secure a next round interview (or the job)



TYPES OF INTERVIEWS



Phone Interview



Skype/Zoom Interview



Face to Face Interview
Hour, Full-Day, Multi-Day



Panel Interview
Group Interview

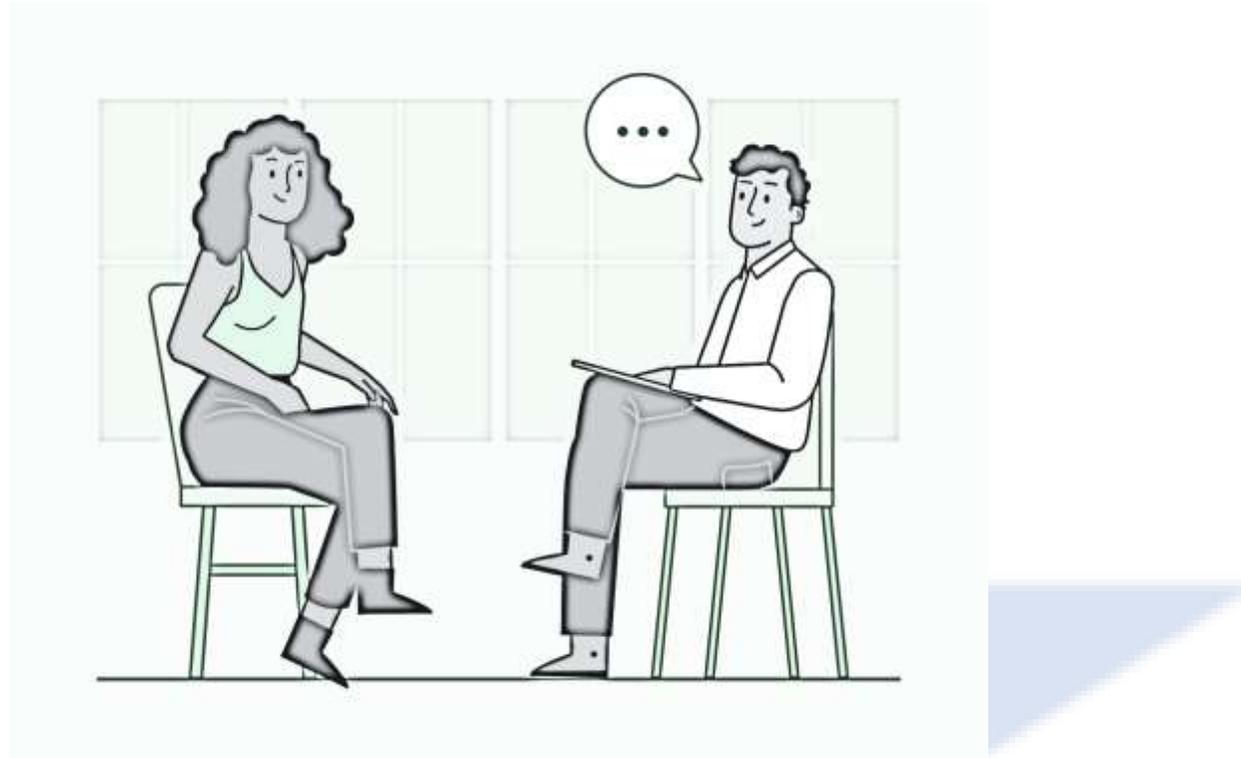


Web-recorded Interview



Performance Interview

TYPES OF INTERVIEW QUESTIONS



General | Behavioral | Situational

Types of Interview Questions: General

- What are your strengths and weakness?
- Why are you interested in this position?
- What do you know about this organization?
- What can you contribute to this organization?
- Why should I hire you?
- Tell me about yourself ***

“Tell me about yourself...”

Key Components

Present: Talk a little bit about what your current role is and a recent accomplishment.

Past: Mention previous experience that’s relevant to the job and company you’re applying for.

Future: Segue into **why** you’re interested in this gig and the skills you can bring to it.

Your "why"

Why did you choose this job to apply to? Why are you the best candidate for the role?



Let's Practice: What is your **Why**?

If you were applying to the role of **front desk assistant** at the college library, what might be your reason why you are a good fit? Why do you want to work in that role?

JOB SUMMARY:

Under the supervision of the permanent staff, the library student assistants are responsible for administering the Service Desk circulation activities, answering basic patron questions, and performing routine collection maintenance. Student assistants will be knowledgeable about library policies, well-versed in library collections and services, and will provide consistent, high-quality customer service when assisting patrons with issues, disputes, and complaints.

Types of Interview Questions: Behavioral

- Give an example of when you worked as part of a team.
- Describe a time when you were faced with a stressful situation.
- Tell me about a time you failed.
- When have you had to overcome a challenge?

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Situation

Fill in details of the specific event



Task

Explain your responsibility in that situation



Action

Describe how you accomplished the task



Result

State the impact of your actions

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Types of Interview Questions: Situational

- Specific scenarios, often multi-part
- Frame from previous experience
- Consider skills they may be looking for
- Look at the situation holistically





- **Research the position and organization:**
 - Company website
 - Google
 - Glassdoor - <http://www.glassdoor.com/>
 - Network - <http://www.linkedin.com/>
- **Review the position description:**
 - Brainstorm questions you may be asked and *stories* that match your qualifications to the position
- **Develop relevant questions to ask (write them down)**

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Review the Job Description



Duty/Qualification from the Job Description Write tasks, responsibilities, and qualifications with the exact words from the job description	Give specific examples, including results Campus leadership position, internship, campus job, CBL experience, summer job, community service, research, study abroad, etc....
Excellent oral communication skills	Positive: Explained complex scientific information to non-scientists during poster presentation
	Negative: Conflict with internship supervisor Learned that direct communication and listening is vital to avoid confusion



A quick word about ChatGPT

ChatGPT can be a tool to help you get started, as your "on-demand thinking partner" (Jocelyn Chong, Cal Poly Pomona). All results must have your thorough review and editing.



Prompts for Interviews

- What questions should I expect for an interview for this **(cut/paste job description)**?
- How would you answer this **(type an interview question)** based on my resume **(cut/paste experiences only from resume)**?
- What are 4 questions I can ask to understand the organization's culture and commitment to diversity, equity, inclusion and belonging?

General Limitations

- May use industry lingo that does not align with your experience or could be different than what you are pursuing
- May estimate or make things up, so review all content and edit to ensure statements accurately reflect your skills and talents
- It's not you (a human), so make sure the tone and language matches your style and represents who you are



Lights. Camera. Action!

- Consider background and lighting
- Test audio and video equipment in advance
- Set up a distraction-free zone
- Be ready to look at the webcam, not yourself



Be (and feel) prepared!

- **Get interview details:**
 - Ask about the type of interview
 - Request schedule and names of interviewers
 - Understand travel/parking information
- **Create a portfolio:**
 - Bring 2 clean copies of your resume
 - Samples of work, reference list/letters (as applicable)
- **Practice, practice, practice!**
 - Mock Interviews
- **Plan your attire**



before

During the Interview

- Interview starts as soon as you turn on the computer or arrive on site
- Get there early:
 - 5 minutes at least
- Turn off your cell phone
- Show your enthusiasm and interest:
 - Smile, make eye contact, firm handshake
- Be nice to EVERYONE!
 - You never know who is evaluating you



After the Interview

- **Reflect, process, review**
- **Send a thank you note:**
 - Within 24 hours!
 - Email is perfectly acceptable and *faster*
 - Reiterate your interest and enthusiasm
 - Highlight skills that were strong match
 - Add details left out during interview
 - Personalize it!
- **Follow-up as needed**



FINAL THOUGHTS

- **Consider non-verbal communication** - Eye contact, handshake, expressions, posture
- **Take time to think about answers before you begin speaking** - Short pauses
- **Make sure you understand the question before answering** - Ask for clarification
- **Be mindful of the length of your answers**
- **Practice, practice, practice** - Mock Interviews

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 [Career Education Office](#) | [Resources by Topic](#)

RESOURCES BY TOPIC

If you'd like help or want to discuss these topics further with a CEO staff member feel free to [schedule an appointment in Handshake](#).

SHOW ALL

SELF-ASSESSMENT

RESUME

CURRICULUM VITAE (CV)

JOB SEARCH

COVER LETTER

NETWORKING

INTERVIEWING

INTERSHIPS

GRADUATE SCHOOL

- PowerPoint: Interviewing
- Preparing for an Interview

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Considering Goucher? Tell us your interests, and we'll share information relevant to you.

**What's one new thing you
learned from this session?**



**What's one thing you still would like
to know about interviewing?**