How to ACE the Interview

Career Education Office | Van Meter Hall – 117 | 410-337-6191 | Career@goucher.edu
• Purpose of Interview
• Types of Interviews
• Interview Questions & Standing Out
• Before, During & After the Interview
• Opportunity for interviewer to determine your FIT with the position & organization

• Chance for you to:
  • Highlight your qualifications
  • Showcase how you meet the needs of the org
  • 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 ***
Types of Interview Questions: Behavioral

Past actions to predict future behavior

• 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?

STAR Method

S – Situation  
(Describe the situation that you were in using detail)

T – Task  
(Outline what goal were you working toward/what role you played)

A – Action  
(Describe what actions YOU took to address the situation)

R – Result  
(Describe the outcome of your actions and quantify the results)
Specific scenarios, often multi-part
Frame from previous experience
Consider skills they may be looking for
Look at the situation holistically
before the Interview

• 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)
**the Interview**

**Review the Job Description Activity**

<table>
<thead>
<tr>
<th>Duty/Qualification from the Job Description</th>
<th>Give specific examples, including results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Write tasks, responsibilities, and qualifications with the exact words from the job description</td>
<td>Campus leadership position, internship, campus job, CBL experience, summer job, community service, research, study abroad, etc....</td>
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**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
before the Interview

- 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
• 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
During the Interview

• Interview starts as soon as you turn on the computer

• 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
  • Send to key decision makers
  • Reiterate your interest and enthusiasm
  • Highlight skills that were strong match
  • Add details left out during interview
  • Personalize it!
  • Consider also sending hand-written

• Follow-up as needed
• 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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✓ Individual apts and drop-in (M-F, 2-4)
✓ Resume Review - Goucher Recruit
✓ Resume Lounge – (T,W, 6-7pm)
✓ Coffee Chats (F, 9:30-11:30am)
✓ CEO Pop Ups!
✓ CEO website (www.goucher.edu/ceo)
✓ Social Media (Facebook and Twitter)