

How to ACE the Interview



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

**CAREER
EDUCATION
OFFICE**

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)**

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



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

Make Handshake work for you.

Fill out your Career Interests and get curated job and internship listings sent to your inbox.

**The best way to
get noticed by
employers?
Reach out.**

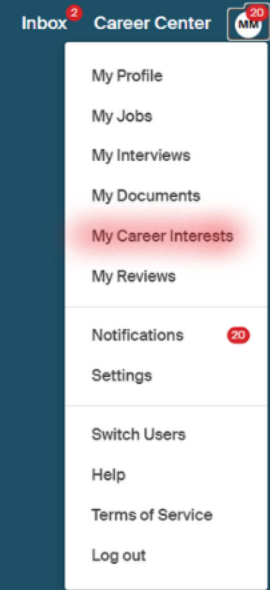
Attend an event

Learn more about employers or roles you're interested in, directly from the source.



Make your profile stand out

Add key information to match with the most relevant jobs and opportunities.



Job Types (*internship, part-time, on-campus, etc.*)

Locations (*cities*)

Industries (*design, education, etc.*)



Goucher College Career Center →

View your school's resources

Did you know: 80% of students who share their career interests on their profile receive a message from a recruiter on Handshake.

INTERNSHIP Accelerator

WWW.GOUCHER.EDU/CEO
GOUCHER | college

Goucher's Internship Accelerator ensures every Goucher student has equitable access to internship experiences.

FIRST YEAR First-year students **visit employers** and organizations in January to learn about available internships/jobs and to gain exposure to various industries.

SECOND YEAR Second-year students participate in **micro-internships**—short-term, paid, virtual, projects that take place during January.

THIRD AND FOURTH YEAR Upper-level students apply for **internship experiences** and earn academic credit.

The focus on internships, combined with our curriculum-based career education, ensures that Goucher students are prepared to launch their careers upon graduation.

**CAREER
EDUCATION
OFFICE**

- ✓ Individual appointments – Handshake
- ✓ Resume & Cover Letter Check – Handshake
- ✓ Job/Internship postings – Handshake
- ✓ CEO website (www.goucher.edu/ceo)
- ✓ Social Media: @TheGoucherHub

