

# INTERVIEW PREPARATION

## RESEARCH THE JOB

- Review the job description, employer's website, Linked-In and your networking to learn about the position and employer

## ANSWERING QUESTIONS

- Create a list of job qualifications from the job posting
- Use the STAR Method to prepare your answers

### STAR Method

**Situation/Task:** Describe the circumstance, challenge, or event

**Action:** Explain the actions you took

**Result:** Provide the results including what you learned

### Job Qualification

	Situation/Task
	Action
	Result

## WHAT ARE EMPLOYERS LOOKING FOR?

FIT	INTEREST	VALUE-ADD	KNOWLEDGE
How you fit with the organization	Your level of interest in the position and organization	What you bring to the table	Your knowledge of the employer and industry

## PREPARE QUESTIONS

- List 2-3 questions you would like to ask your interviewer that demonstrate your understanding of the position, organization and industry



## DRESS PROFESSIONALLY

- ▶ First impressions count - dress professionally for the interview unless you are told otherwise
- ▶ A neutral suit with conservative accessories is usually your best bet



## GET PRACTICE

- ▶ **Mock Interviews** - Schedule a practice interview to get in-person interview practice
- ▶ **Big Interview** - <https://uco.biginterview.com/> - Practice your interview skills virtually and view video lessons



## SEND A THANK YOU NOTE

- ▶ Within 24 hours of the interview, send a personalized, thank you note to your interviewer
- ▶ It is acceptable to send an emailed thank you
- ▶ Remind them of a skill or qualification that you have that would benefit the company or a topic you talked to them about

## Commonly Asked Questions

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- Tell me about yourself.
- What do you know about our organization?
- What interests you most about this position?
- Why do you want to work here?
- What experience do you have that has prepared you for this position?
- How has your education helped you to prepare for this position?
- What are your strengths? Weaknesses?
- What would your last supervisor say about you?
- Why did you choose your major/career?
- Do you think your grades are a good indication of your academic achievement?
- What are your greatest accomplishments?
- What is your greatest failure? What did you learn from it?
- What motivates you?
- What two/three things are most important to you in your job?
- What did you like/dislike about your last job?
- In what kind of work environment are you most comfortable?
- Where do you want to be in five years? Ten years?
- How do you organize and plan for major projects?
- Give me an example of a time you have had to work under pressure?
- In what college activities have you participated? Which did you enjoy the most? For what reason?
- When have you shown leadership?
- Tell me about a time you have taken initiative.
- Describe a difficult problem you've had to deal with and what was the outcome?
- How would you describe yourself in terms of your ability to work as a member of a team?
- Why should I hire you?