



The Interview

Your big moment to shine!

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The Interview



Phone Interviews TIPS for SUCCESS:

Find a quiet location with no distractions to take your interview call (**Career Readiness and Development has space if you need it**)

Make sure you have strong cell phone service and a full battery charge.

Have your key points/notes visible on a table or taped to the wall during the interview.

Surprised by the call? It's okay to reschedule. Return missed calls immediately.

Have good posture, attire, and smile — believe it or not, it affects your tone over the phone!



Skype (webcam) Interviews TIPS for SUCCESS:

Find a quiet location with no distracting backgrounds — ideally a blank wall should be behind you.

Need a quiet location for skype interview? Career Readiness and Development can provide you with space & computer.

Practice using Skype with a friend to ensure your computer's video and sound work properly.

Dress (entirely) the part. No suit tops with casual bottoms.

Frame yourself with webcam to focus on head, shoulders, and desk top.



In Person Interviews TIPS for SUCCESS:

Eat something prior. Don't let your stomach do the talking.

Lay out your interview clothes the night before. Cleaned. Pressed. Polished. Snag-Free.

Map out the route to the interview site (maybe even practice getting there). Arrive 15 minutes early.

Turn off (or airplane mode) that cell phone. Vibrate mode is very distracting in a quiet interview room.

Regardless of how it goes, conclude with sincere smile and thank you.

If you're hired, fantastic! If not, you are now better prepared for your next interview.





Interview Prep

Do Your Homework

Research the company, job position, and interviewer(s) so you know what you're talking about. Read annual reports, news releases, Google the company. Review the company's website and social media top to bottom.

Got a friend or family member working at company? Chat with them about their experience.

Rehearse Your Answers

Talk about your experience with examples. Use the **S.T.A.R. Method** to organize your example of experience for the interviewer to gain clear picture of your abilities. For example:

(S)ituation = Advertising revenue at my college newspaper was falling.

Previous advertisers were not returning to purchase our paper's ad space.

(T)ask = My goal was generate new ideas and methods to increase advertising by 15 percent from the year before.

(A)ction = I designed a new promotional packet that compared the benefits of our paper's circulation and our audience reach compared to other ad media in the area.

(R)esult = We signed contracts with 12 former advertisers & increased our new advertisers by 20 percent over the same period last year.

Bring Questions to Ask Interviewer(s)

To show your continued interest in the position, bring 4-5 questions. For example:

- Does the company offer continued education and/or advancement opportunities?
- What is your favorite thing about working here? Or what is the company culture like?
- What is the next step in your hiring process?

What NOT to Ask During Interview

- Never ask about pay, time off, benefits, etc.
Wait until later in the process to inquire about these things.
- Never ask for information you could have easily found with a quick Google search.



Interview Prep

Sample Behavioral Interview Questions

Practice using the S.T.A.R. method in answering these common questions:

- Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Give me a specific example of a time when you set a goal and were able to meet or achieve it.
- Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
- What is your typical way of dealing with conflict? Give me an example.
- Tell me about a difficult decision you've made in the last year. What was the result?
- Give me an example of when you showed initiative and took the lead.
- Tell me about a recent situation in which you had to deal with a very upset customer or coworker. How did you respond?
- Give me an example of a time when you motivated others.
- Tell me about a time when you delegated a project effectively.





Interview Attire

Ladies



- YES** Conservative, neutral suit or dress that fits while sitting and standing.
- YES** Scuff-free, dark colored shoes that are comfortable to wear all day.
- YES** Neat, tidy, and comfortable hairdo. Manicured nails. Clean breath & teeth.

- NO** Noisy accessories (necklaces, bracelets, ear rings).
- NO** Excessive makeup and perfume. Keep it simple.
- NO** Clothing that's bold, revealing, or trendy. Again, keep it simple.





Gentleman

YES Solid navy/dark gray/black suit that fits, with non-distracting shirt & tie.

YES Wear non-scuffed dress shoes that match your belt (brown vs. black).

YES Groomed hair & facial hair. Trimmed nails. Clean breath & teeth.

NO Heavy cologne. Deodorant or antiperspirant will do just fine.

NO White socks. Socks should match or compliment the suit & shoes.

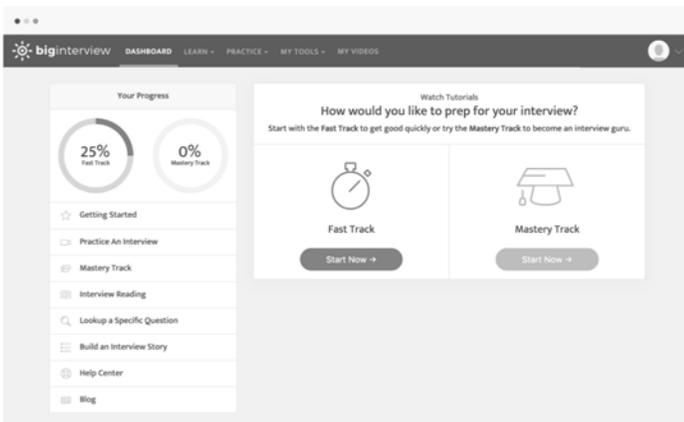
NO Stains or tears in the jacket, tie, shirt, or pants.





Use **Big Interview** to learn and practice your interview skills, whether you're interviewing for a job or graduate school.

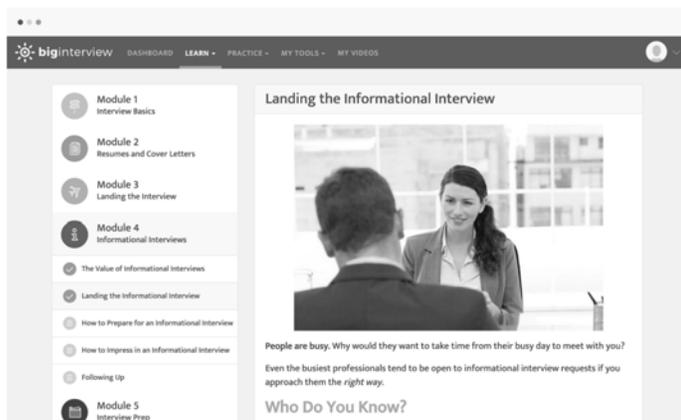
Set up your free account at: walsh.biginterview.com



Work at your own pace

Interview tomorrow? No problem!

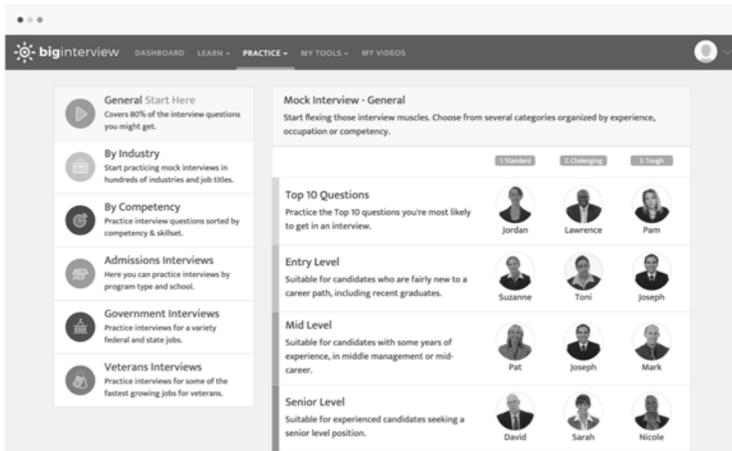
Don't guess on what to practice. Follow our organized tracks of lesson curriculum and interview practice. The FAST TRACK will quickly cover essential tips and most common questions, or the MASTERY TRACK allows you to dive in deep for more competitive/difficult interviews.



Full Lesson Curriculum

Get Interview Training Direct From The Expert

Ten modules full of video and written training from Pamela Skillings From learning Job Interview Fundamentals in Module 1, to learning how to close the interview and Ask Smart Questions in Module 10, our full video curriculum leads you through every step of the interviewing process. Here you'll learn how to confidently answer even the toughest questions, and learn up-to-date strategies you won't find anywhere else.



Practice Interviews

The Most Important Step of Interview Prep
Industry-specific, difficulty adjusted, and always available. Get a well-rounded view of the type of questions to expect during your interview, and practice answering them all. Whether they're behavioral/competency-based questions, or questions specific to your industry (100+ industries covered!), we've got you covered. Practice makes perfect!

