

TOP 5 TIPS FOR A SUCCESSFUL INTERVIEW

Successful interviewing requires practice, planning and self-awareness.
Use these tips to rock your next interview.



1. **Prepare!** Review application materials including job description and your resume. Research the company and industry trends. Know your greatest strengths and how you manage challenges. Have examples ready that focus on teamwork, projects and your experience.
2. **First impressions.** Dress appropriately. Arrive early. Make sure to build a connection with the interviewer including good eye contact and a solid handshake.
3. **Self-promote.** Highlight your achievements. It's okay to tell about what you have done.
4. **Know how to answer all types of questions.** Check out sample interview questions including behavioral interviewing examples. Use the STAR method to (see back). Prepare to ask good questions about the company and the position that will give you a chance to evaluate the position and the organization.
5. **Get contact information so that you can follow up.** Send a thank you email or note. Personalize it by mentioning something specific from the interview.



COMMONLY ASKED INTERVIEW QUESTIONS

1. Tell me about yourself.
2. What are your strengths/weaknesses?
3. How would your boss describe you?
4. Where do you see yourself in five years?
5. What accomplishments are you most proud of?
6. Tell me about a difficult experience you've had while at work and how you dealt with it.
7. What interests you in this position and our organization?

top QUESTIONS
to ask at an
INTERVIEW



Towards the end of the interview, you should have an opportunity to ask your questions. This is a great time to learn more about the position/organization in order to assess if this position is a good fit for you. Here are a few questions that could be asked:

- 1) What are the skills and experience you are looking for in an ideal candidate?
- 2) What are the performance expectations for this position in the first year?
- 3) Are there opportunities for professional development?

ANSWERING BEHAVIORAL BASED QUESTIONS

Behavioral based questions ask about your past experiences. Employers know that past experience is the one of the best predictors of future performance. Questions such as “Tell me about a time in which you worked on a team” allows the interviewer to see how you react in different situations. To ace these interview questions, use the STAR method:



S = situation – Give the background for the story (what position and company)

T = task – Tell what the task was in this scenario

A = action – Talk about what action you/your team took

R = results – Speak about the results that came from that action and wrap up the scenario

Using the STAR method is a great way to tell about experiences you have had. Remember these stories can come from past jobs, volunteer work, class projects, sports teams and internships.