

INTERVIEW BOOKLET

Interview booklet to prepare for your job interviews



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OVERVIEW

Interviewing is a way for the employer to find the best fit for the open position. It takes a considerable amount of time and energy to read resumes, and move multiple people through the interview process.

To make a good first impression and to do everything you can to show that you are a good fit for the position will require preparation and practice.

This booklet will give you the tips and techniques to help you prepare for an in-person or virtual interview.



KNOW YOUR STRENGTHS

Interviewing is all about communicating your abilities, skills and experience. The better you know yourself, the easier it will be to connect what you bring to the position you are applying for.

What are your top five strengths:

- 1.
- 2.
- 3.
- 4.
- 5.

What is a weakness or challenge you face and how do you improve on it?

What soft and technical skills would you bring to the job?

What are your biggest achievements?



KNOW THE POSITION

Businesses and organizations write job descriptions to describe the necessary skills, abilities and experiences needed for a position. To prepare for an interview, carefully read through the job description to understand what they are looking for.

Read through the job description and make note of:

- Responsibilities
- Requirements
- Preferences



Link your experience and skills to their requirements and preferences. Make sure to have examples ready to share that show you are a good fit for the position.

TIPS



- Prepare and practice. Take the time to answer all the basic interview questions beforehand and practice answering those questions out loud.
- Research the company and read through their mission statement, services, and any current news.
- Give yourself enough time to drive to the interview. Wait until 10 minutes before the appointment to walk in.
- Give clear, specific examples when asked about past behavior (see pages 7 & 8).
- Be truthful in your answers. Stay positive and show your authentic self.
- Always have 3-5 questions ready to ask after the interview.
- Don't ask about wage or salary in the first interview.
- Bring copies of your resume in case they ask for them.
- Within 24 hours write thank you emails to everyone you interviewed with.
- Be mindful of your body language during the interview. Have good posture and solid eye contact .

What to Wear

Dressing professionally for an interview shows your interest in working at that organization and that you understand what professional dress is.

A rule of thumb when deciding what to wear for your interview is to think about what the people wear at the place you are applying to, then dress one level up.



What NOT to Wear

Tshirt

Jeans

Perfume or strong lotions

Clothing that shows cleavage

Flashy jewelry

Flip flops

Dirty / stained clothing

Hat

Behavioral Interview Questions

Behavioral based interviewing is based on discovering how the interviewee acted in specific employment-related situations.

The logic is that how you behaved in the past will predict how you will behave in the future, i.e., past performance predicts future performance.

Typical Behavioral Interview Questions start with:

- Tell me about a time when...
- Give me an example...
- What would you do if ...

The best technique to answer these questions is the STAR Method. The STAR Method walks you through the steps to answering these types of questions.

S

Situation - Describe the situation

T

Task - What was your task

A

Action - What action did you take

R

Result - What was the result

Behavioral Interview Questions

Here is an example of an answer to a behavioral interview question. Example Question: Can you tell me about a time when you led a team?

S

Describe the situation

"In my last role as lead designer, my team was short-staffed and facing a significant backlog of work. The account managers were setting unrealistic deadlines, which was causing stress for my team and affecting morale."

T

What was your task

"As a team leader, it was my role not only to ensure my team met our deadlines but also to communicate bandwidth to other departments and keep my team motivated."

A

What action did you take

"I set up a formal creative request process including project timeline estimates to set better expectations. I scheduled weekly meetings with account managers to discuss my team's bandwidth and share progress updates."

R

What was the result

"By providing more transparency into my team's processes and setting better expectations with the account managers, we were able to re-prioritize the design team's to-do list and complete everything in our backlog. The following quarter, we shortened our average project timeline by two days."

Try answering a question yourself. Example Question: Can you tell me about a time when you handled conflict?

S - _____

T - _____

A - _____

R - _____

Interviewing Virtually

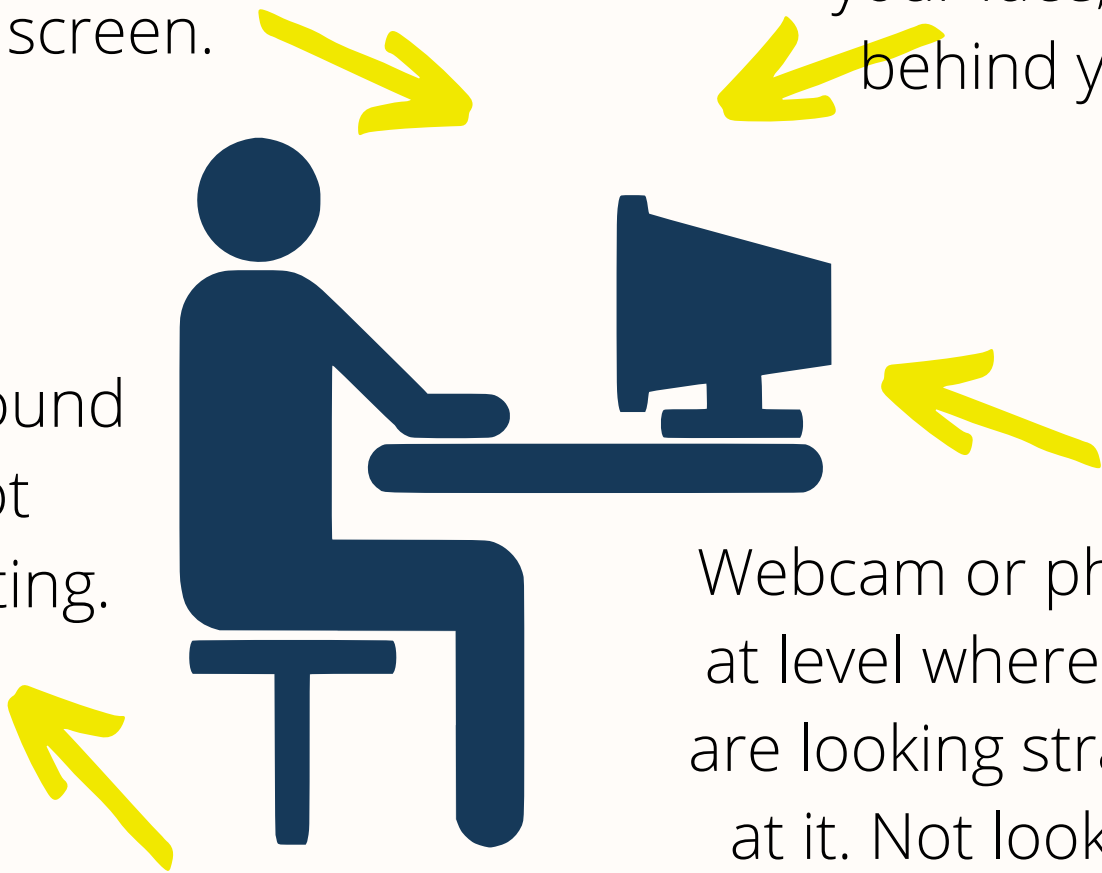
Interviewing virtually is becoming more popular with employers. Check out the tips below to put yourself in the best position for a successful interview.

Practice looking at the camera, not the screen.

Light shining on your face, not behind you.

Background is not distracting.

Webcam or phone at level where you are looking straight at it. Not looking down or up.



Other Tips

Test your technology the day before.

Make sure all potential noise (dogs, children, etc.) is taken care of.

Dress professionally. Even though you are virtual, dressing professionally will build your confidence.

Top 20 Interview Questions

- 1) What are your major strengths?
- 2) Why are you interested with us?
- 3) When were you most satisfied in your job?
- 4) Why you think you are fit for this position?
- 5) Can you tell me about the gaps in your resume?
- 6) How did you know about this opening?
- 7) Who are our competitors?
- 8) What makes you a team player?
- 9) Describe what you do in your current position?
- 10) What is your management style?
- 11) Where do you see yourself in five years?
- 12) How would your boss describe you?
- 13) Do you have any question from me?
- 14) Tell us about yourself.
- 15) Tell me about a time when you handled a challenging situation.
- 16) Tell me about a time when you made a mistake. What did you do to correct it?
- 17) Tell me about a time when you were in conflict with a peer and how the situation was resolved.
- 18) Tell me about a goal you set and reached and how you achieved it.
- 19) Give me an example of a time you made a decision that was unpopular and explain how you handled implementing it.
- 20) Share an example of how you were able to motivate a coworker, your peers or your team.

NOTES