

# CAREER CENTER

## Interviewing Guide



# THE ART OF INTERVIEWING

The interview is a chance for applicants and employers to mutually evaluate the fit between the applicant's qualifications and the position being considered.

## Interview Types

**Screening Interviews** – The screening interview is generally used to determine whether or not you are qualified for the position and to develop a first impression. This type is typically short (20-30 minutes) and can be completed via phone or on-site.

**Video/Phone Interviews** – Employers generally use a phone interview when it is not convenient or possible to meet in person.

**On-Site Interviews** – On-site interviews may be facilitated by just one interviewer, but often include a series of one-on-one meetings with small or large groups of people.

## Preparing for an Interview

**Do your homework on the ORGANIZATION**

**Do homework on YOURSELF and the POSITION**

**Practice the ROUTE**

# DRESS FOR SUCCESS

## Guidelines for Professional Dress

### **Suits:**

Conservative and tailored fit business suit, pantsuit, or skirt of length no shorter than the knee  
Choose neutral colors such as black, navy or gray

### **Ties:**

Conservative stripes or patterns that complement your suit; silk or good quality blends preferred

### **Shirts:**

Simple style white, soft or classic colors  
Good quality button down, collared shirt or blouse  
Overly detailed or low cut shirts should be avoided  
Be sure it is clean and ironed

### **Shoes:**

Highly polished pumps or low-medium heels in a neutral color. Lightly polished flats or laced dress shoes.  
If wearing a dark colored suit, brown or black shoes would be best. No open toed shoes.

### **Socks:**

Choose dress socks that match your suit

### **Jewelry & Tattoos:**

Keep it simple and minimize – a watch is often helpful during an interview  
Keep in mind body piercings body piercings and tattoos may not be viewed positively by some employers

### **Perfume and Cologne:**

Use sparingly if at all due to allergies



# TIPS FOR INTERVIEW SUCCESS

## Interview Checklist

- ✓ Prepare questions to ask the interviewer (at least 3-5). Do not ask questions you can find on the organization's website.
- ✓ Arrive early (preferably 10-15 minutes for in-person interviews; 2-3 minutes for video interviews).
- ✓ Bring extra resumes in a neutral padfolio with a pen. Turn off your cell phone.
- ✓ Be personable. Greet the receptionist, staff, and interviewer with a smile.
- ✓ Review your resume and rehearse key points you want to communicate.
- ✓ Offer a solid handshake whenever you get the chance (upon arrival and departure).
- ✓ Sit up straight with upright, yet relaxed posture.
- ✓ Make good eye contact with everyone at the interview, regardless of who is talking at the moment. Do not fidget with pens, paper, or your hands. Try to keep hands still or folded in your lap.
- ✓ Speak slowly and clearly and don't be afraid to pause a moment to collect your thoughts.
- ✓ Do not criticize previous employers, supervisors, professors, etc.
- ✓ Be honest. Don't try to cover up mistakes. Instead, focus on what you learned from them and convey the strategies you now utilize to avoid future mistakes.
- ✓ If you don't understand a question - or need a moment to think about it - say so.
- ✓ Do not inquire about salary or benefits until you have been formally offered the job.
- ✓ Before you leave the interview, be sure to ask, "When should I expect to hear from you?" This shows your interest in continuing in the process and provides insight into how you can best follow up.
- ✓ Send a thank-you note or email within 24 hours of your interview to the entire search committee.

# INTERVIEW QUESTIONS

## Common Questions Interviewers May Ask You & Example Responses

### 1. Tell me about yourself.

Keep response related to the job you are applying for. You may include educational experience, interests, goals, recent activities, etc.

- *Example:* I am a highly energetic individual who likes to work with children. I graduated from Westfield State University in May with a bachelor's degree in psychology and have been an elementary tutor and camp counselor for the past two years. I hope to bring my passion for encouraging children to achieve their potential as a \_(position title)\_ at \_(organization)\_.

### 2. Why are you the best person for the job?

Focus on how you fit with the description of the position and highlight what sets you apart.

- *Example:* Your description indicated that you are looking for a person with \_\_\_\_\_ and \_\_\_\_\_. My experience working with \_\_\_\_\_ and \_\_\_\_\_ skills would be a valuable addition to your team.

### 3. How has your educational training prepared you for this job?

Explain how coursework, internships, volunteer experience, projects, or workshops have contributed to your learning and have helped you gain skills for the job. Give concrete examples.

- *Example:* My courses in childhood development gave me insight into the developmental stages of elementary aged children. I also worked on a project with my peers honing my ability to assess students' needs. By working at a youth camp this past summer, I gained hands-on experience with children as well as parents to facilitate learning outside of the classroom.

### 4. Discuss your work experience.

Focus on jobs that are related to the job you are applying for, but you may consider mentioning skills that you acquired from unrelated employment. Be sure to give examples of accomplishments and skills you have learned from your work experience and clearly demonstrate how you will bring these to a new position.

### 5. In what work environment are you most productive?

Explain what work environments you have had experience in. Then, explain what your ideal working setting would be, and connect it to the typical environment of this particular position.

- *Example:* My ideal working environment would be one where I could utilize my \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ skills.

### 6. Name three adjectives or descriptors that best describe you.

Give examples to back up the three descriptors.

- *Example:* I am self-motivated, creative, and collaborative. I have pursued my degree while working 25 hours a week, achieved a GPA of 3.6 and accomplished assignments that have been creative and unique at both work and school. One example of a project is \_\_\_\_\_.

### 7. Why do you want this job?

Discuss the position, how you are qualified for it and express a genuine interest in the job/company.

- *Example:* I immediately grew interested in the challenge, opportunity to contribute to the organization's goals in \_\_\_\_\_, and felt confident in my ability to carry out the responsibilities successfully.

## Common Questions Interviewers May Ask You & Example Responses – CONT'D

### **8. What are you looking for in a position?**

Share how you would like to contribute your skills. Mention you would like to gain experience and the opportunity to grow in the field.

### **9. What is your biggest strength and weakness?**

Provide a strength you know the employer is looking for and give a supportive example of how you have demonstrated this strength in the past. Do not share a weakness that deals with your personal life. Avoid using a weakness that is a requirement of the position. Give examples as to how you are improving your “weakness”.

- *Example:* Some of my strengths include that I communicate well with others, pay high attention to detail and problem solve well. (Provide an example of this) Something that does not come as naturally to me is public speaking. To improve in this area, I have taken classes to improve my skills and confidence.

### **10. How would your co-workers describe you?**

Give specific characteristics and examples. Include personality traits that fit with the job description.

- *Example:* Co-workers would say that I work well under pressure and keep a level-head in times of crisis. I also have a friendly nature and set people at ease.

### **11. What are your greatest achievements?**

Keep answers relative to the job and even consider including one personal achievement, showing you have life goals/accomplishments aside from work. Be sure to include why this is an accomplishment for you.

- *Example:* One of my biggest achievements was graduating from college with high honors. As the first person in my family to earn a college education, I'm serving as a role model to my younger siblings and example that you can achieve anything you set your mind to.

### **12. What do you know about our organization and how do you see yourself fitting in?**

Do your research and demonstrate it here. (If you cannot answer this question, you have not properly prepared for the interview). Discuss positive things you've learned about the company that you're especially interested in or areas in which you could add value.

- *Example:* Your website seems to emphasize \_\_\_\_\_ and \_\_\_\_\_. My values and strengths in \_\_\_\_\_ align well with \_\_\_\_\_.

### **13. What are your short and long term goals?**

This is a good opportunity to demonstrate how this position aligns with your short term career goals.

Demonstrate your knowledge of potential long term career paths in the field, and describe your interest in continually strengthening your skills and ensuring your occupation allows for growth.

- *Example:* I hope to expand my skill set and contribute to the field of \_\_\_\_.
- *Example:* I hope to always be in a position in which the job responsibilities best match my skills and experience as I move forward in the field.

### **14. What are your salary requirements?**

Stay away from mentioning exact figures.

- *Example:* My salary requirements are negotiable based on the overall compensation package.

# BEHAVIORAL INTERVIEW QUESTIONS

The premise behind behavioral interview questions is that past performance will predict future behavior. With this in mind, it is important that you anticipate questions that will ask you to provide concrete examples.

## Sample Behavioral Questions

- Tell me about a time when you went above-and-beyond the call of duty in your position.
- Describe an example of a time you had to meet a quick deadline.
- How do you deal with conflict?
- How do you manage stress?
- Tell me about a time when you failed.
- Describe a difficult problem you have encountered. How did you identify the problem and go about trying to solve it?
- How do you respond to criticism?
- Tell me about a time when you experienced a significant accomplishment.

## Questions about Negative Experiences

Employers will ask difficult questions in an interview to see how an interviewee will handle it. Some questions however are specifically targeted to bring about a negative response.

### Examples:

- What are your three biggest weaknesses?
- Tell me about a mistake you made in your work and how you handled it.
- Can you tell me about a time where you worked with an individual who you did not like/did not like you?
- What was one thing you did not like about your last employer?

### **Top Qualities Valued by Employers**

1. Career & Self-Development
2. Communication
3. Critical Thinking
4. Equity & Inclusion
5. Leadership
6. Professionalism
7. Teamwork
8. Technology

### Answering Questions about Negative Experiences:

Instead of focusing on the negative, attempt to make your answer more positive. Illustrate your ability to resolve an issue through communication or problem solving.

# QUESTIONS TO ASK YOUR INTERVIEWER

Don't forget to develop a list of (at least three to five) questions to ask during your interview!

Research the company and position in detail and determine anything that you might wish to have clarified. Do NOT ask anything that can be found on their website and do NOT bring up salary or benefits.

- How would I be trained or introduced to the job?
- How is employee performance evaluated?
- What career paths have others generally followed after completing the program?
- As an intern, what kind of projects will I receive?
- What characteristics best describe individuals who are successful in this position?
- Where could a person advance who is successful in this position? Within what time frame?
- In what ways has this organization been most successful over the past several years?
- What do you consider to be the organization's weakness as compared to its competition?
- How is this position important to the organization?
- How would you describe the culture of your organization?
- What is your management style?
- What are you most proud of within your organization?
- What have you enjoyed most about working here?
- What are the department's short term and long term goals?
- If I work hard and prove my value to the company, where might I find myself in five years?
- What professional development opportunities are available for employees at this company?
- What are the key business reasons driving the need for this position?
- What were the best things about the last person who held this position (or why was this position created?)
- Describe the three top challenges that I might face in this job.
- What has to happen for you to know you've hired the best person?
- What are the key deliverables and outcomes that this position must achieve?
- What would you expect me to accomplish in the first 60 days if hired for this position?
- Describe the top three initiatives for your company/department and how this position links to these initiatives.
- What are a few things that really drive results for the company?
- What are ways in which I can contribute to the company beyond the job description?
- What are the key metrics for measuring success in this position?
- How can I best help you and your team succeed?
- When should I expect to hear from you?



# CHALLENGING INTERVIEW SITUATIONS

## Addressing Job Loss in an Interview

- **Work through your feelings of loss** so you can change your attitude, move on and prepare to confidently talk about the experience.
- **Write out how you would describe the situation** to an interviewer and ask for feedback from others.
- **Check with your references.** You want to be in sync with what your former employer will say.
- **Don't lie.** Before you know it, you'll be in over your head.
- **Don't bring it up** unless the employer prompts you.
- **Always end on a positive note** in an interview (i.e., "Going forward, I have..." or "Since then, I now...").

## Handling Legal/Illegal Interview Questions

It's important to recognize legal vs. illegal questions in an interview setting. All questions asked by an employer should relate to the candidate's ability to perform the job at hand. Any question that refers to your age, religion, ethnicity, or personal status is not required to be answered.

### **LEGAL:**

Are you over the age of 18?

Do you speak/read/write languages other than English?

Are you able to perform the duties of this position?

### **ILLEGAL:**

How old are you?

What is your marital status?

What is your native language?

Were your parents immigrants?

Do you have a religious affiliation?

Do you have any health problems?

Tell me about your family.

A good way to respond to illegal interview questions you wish to not answer is to directly question its relevancy.

*Ex: "I am unsure how this information relates to this job. Would you mind explaining this a bit more?"*

## The Interview Question that Stumps You

Simply respond with what you do know (rather than making something up) or use the following example reply,

"I'm not currently familiar with \_\_\_\_\_ but I understand its importance to this position/company. If hired, \_\_\_\_\_ would be the first thing I research to bring myself up to speed quickly".

# THANK YOU LETTERS

Always write thank-you notes within 24 hours. Sending an email thank you note is advisable—especially if the hiring manager is set to make a fast decision – though following-up with a handwritten note demonstrates further initiative.

It is especially important to write a thank-you note after an employment interview to at least the primary interviewer. If you are interviewed by more than one individual, it's best to write to each person if possible. When writing individual notes, it is important to personalize them as much as possible.

A typical thank-you note after an interview may have the following format:

**Paragraph 1:** Shows gratitude and makes specific reference to the job.

**Paragraph 2:** References your overall fit and stresses key points working in your favor. When writing to more than one interviewer, you may want to note a particular question asked by the interviewer or thank them for a specific kindness that was extended.

**Paragraph 3:** Reiterates interest in the position, restates gratitude and closes on a positive note.

## Sample Post-Interview Thank You Letter

Ms. Joanna Jones  
Senior Recruiter  
ABC Company  
123 Main Street  
Westfield, MA 01085

May 20, 20XX

Dear Ms. Jones:

Thank you for the opportunity to interview for the Marketing Assistant position with ABC Company on Thursday, May 19, 20XX.

I enjoyed learning more about the Consumer Product Department's annual goals and how the marketing team can make an impact. I am confident that my coursework along with my summer internship experience with XYZ, Inc., will allow me to successfully meet the objectives of this position.

I am excited to continue moving forward in the process and I look forward to hearing back from you soon. Thank you again for your time and consideration.

Sincerely,

Shauna Sharp



## HOW DO YOUR SKILLS MATCH THE POSITION?

An additional step that you can take to prepare for an interview is to review the job description for the major job responsibilities and then think about how your previous experiences (class, jobs, volunteer activities or clubs) demonstrate your specific qualifications.

[illegible]