

INTERVIEW PREPARATION

Kathy Douglas, Senior Associate Director

Yale School of the Environment

Career & Professional Development Office

INTERVIEW PREP CHECKLIST



TYPES OF INTERVIEW QUESTIONS



Closed (yes/no answer—support with examples)



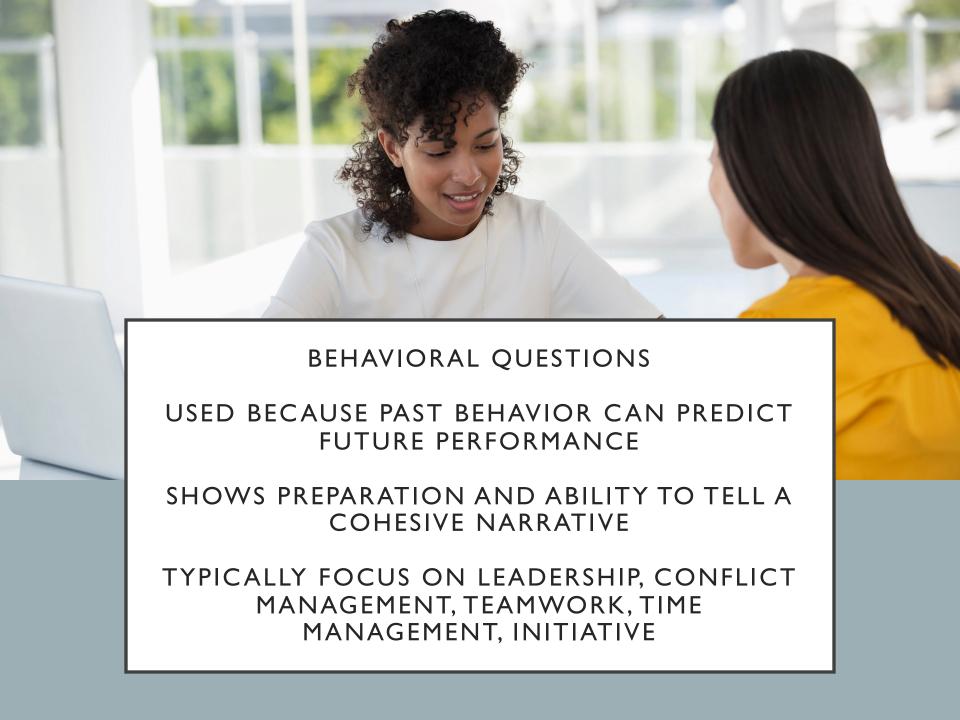
Hypothetical (What would you do if...)



Leading (This position requires good writing skills, do you have skills in this area? Give examples rather than yes/no.)



Case-Based (Problemsolving and analytical skills)



SAMPLE BEHAVIORAL QUESTIONS

Have you ever been on a team where some of the members didn't pull their weight? How did you handle this?

Can you give us an example of an extremely busy period where you had to prioritize equally important responsibilities? How did you manage your time?



STAR =

- Situation
- Task
- Action
- Results



TRADITIONAL INTERVIEW QUESTIONS

- Tell me about yourself.
- Why should we hire you?
- Strengths and weaknesses?
- Where do you see yourself in five years?

WEAKNESSES QUESTION IDEALIST.ORG

When asked in a job interview about your weaknesses, you can pivot your answer to also discuss the steps you're taking to improve on your weakness and turn it into a strength. Examples of weaknesses you might want to cite during your interview include:

- Getting caught up in details
- Unable to let go of projects
- Trouble saying "no" to others
- Little experience in certain areas
- Difficulty asking for help
- Maintaining a work-life balance







Interviewers will drill down with questions



Have sample projects, courses, internships, research and jobs ready



Create a mental list of your technical and language skills



Be ready to articulate transferable and interpersonal skills



WHAT ELSE? SELFREFLECTION

What makes you stand out from your peers?

What are your unique strengths?

What kind of leadership will you bring to the role?

How will you support the team?

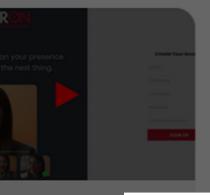
What are the three top things you will bring to the organization?



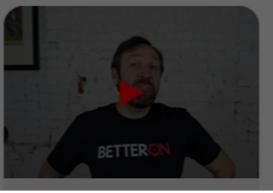


PRACTICE!

- In front of mirror
- Record yourself
- Mock Interviews
 - Communications Coaches
 - Career Office
 - With Friends









This Works

2) Why are you here?

3) Privacy Matters To Us

4) Video Recorder Te

VIDEO PREP WITH BETTERON

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Contact

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ur Camera Relationship

EYE CONTACT

GUIDING THOUGHT

Sign up for a free self-guided tutorial on improving your camera presence.

betteron.com/self-guided/

WHAT TO WEAR

- For Most Interviews
 - Well-fitting conservative suit
 - Clean and pressed clothes
 - Shined shoes
 - Subtle accessories and make-up
- OR, Rule of Thumb: Dress Slightly Better Than The Workplace Norm for the Employer You are Interviewing With





WHAT TO BRING (OR HAVE HANDY)

- Paper and pen
- Job description
- Resume
- Reference List
- Questions for the interviewer
- "Show and Tell" items—publications, writing samples, etc.

MENTAL PREP: 2 MINUTE POWER POSE

"...preparatory power posing affects individuals' presence during a job interview, which in turn influences judges' evaluations and hiring decisions."

-- Amy Cuddy



PHYSICAL PRESENTATION TIPS

Travel Light

• Don't carry a lot of baggage

Give

Give a nice firm handshake with dry hand

Sit

Sit upright in chair, don't slouch

Relax

• Don't be too stiff, stay relaxed

Be

 Be aware of nervous habits (nail biting, hair twirling, etc.)

Have

• Have good eye contact

Speak

Speak clearly





DURING THE INTERVIEW TIPS

- Small talk before interview: Smile, contribute and show interest
- Expect to talk roughly 60% of the time/40% employer
- Ask for clarification if you don't understand a question
- It's okay to pause to formulate an answer
- Remember to use calming breaths if feeling anxious



 Questions that showcase your knowledge of industry standards and trends



QUESTIONS TO ASK

- Questions that show you have done research on the organization and have a good grasp of the position
 - "Booz Allen has a unique clientbase with federal agencies.- What are the biggest challenges working with clients in high security sites?"



QUESTIONS TO ASK

- Smart questions that exhibit curiosity and show that you are paying attention during the interview
 - "You mentioned that UNDP's Asia-Pacific Regional Centre just secured funding to develop a more robust internship program. How does that funding mechanism work, and will the program focus on particular countries?"

QUESTIONS TO ASK: ABOUT.COM

How would you describe a typical day in this position?

Who does this position report to?

What do you like about working here?

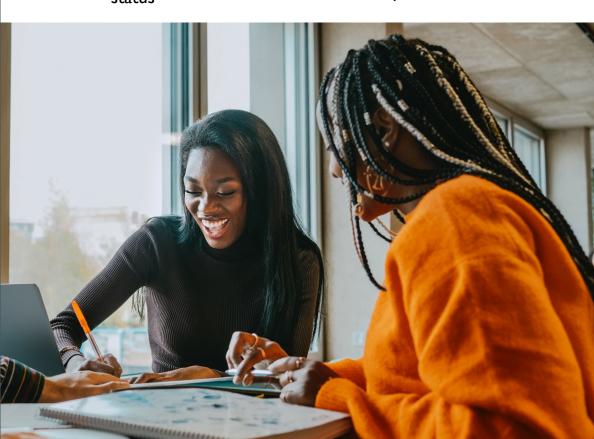
What kind of professional development opportunities are available?

ILLEGAL QUESTIONS

In the U.S., you *cannot* be asked to answer questions structured to obtain information regarding your:

- Race
- Gender
- Religion
- Marital Status
- Age
- Physical/mental status

- Ethnicity
- Country of Origin
- Vital Statistics
- Sexual Orientation
- Family Status



QUESTIONS AN INTERVIEWER CAN ASK YOU

Are you able to work the hours/travel schedule required?

Are you able to perform the requirements of the position as outlined?

Are you legally authorized to work in the US?

Have you ever been convicted of a crime?

THE WRAP UP

- Final Questions: Ask about next steps & timetable
- Express, or re-express your interest in the position and organization
- Thank the interviewers
- Be sure to get names, titles and e-mails of everyone you met with before you leave



FOLLOW UP
THANK YOU NOTE
LESS THAN 10% OF
APPLICANTS
FOLLOW UP!

- E-mail or hand written
- To EVERY person interviewed with
- Within 24 hours
- Reiterate interest
- Highlight your qualifications
- Thank interviewer for their time

THE WHITE HOUSE WASHINGTON

Martel —

y daughter and I just finished reason. Both of us agreed we prefer the

in a lovely book — an elegant pro
the power of storytelling.



- You are interviewing the employer as much as they are interviewing you
- The interviewer is not necessarily an expert at interviewing
- Everyone gets nervous at an interview
- There is no foolproof formula!