INTERVIEW PREP
CHECKLIST

Ask: Ask about the format/type of interview and who will be interviewing you

Select: Select Professional Attire

Prepare: Your virtual frame: Own it

Research: Research Organization/Industry

Know: Know the job description and how you are a great fit for the role

Prepare: Prepare answers to typical questions

Develop: Develop questions to ask
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 (Problem-solving and analytical skills)
BEHAVIORAL QUESTIONS

USED BECAUSE PAST BEHAVIOR CAN PREDICT FUTURE PERFORMANCE

SHOWS PREPARATION AND ABILITY TO TELL A COHESIVE NARRATIVE

TYPICALLY FOCUS ON LEADERSHIP, CONFLICT MANAGEMENT, TEAMWORK, TIME MANAGEMENT, INITIATIVE
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 METHOD FOR ANSWERING BEHAVIORAL INTERVIEW QUESTIONS

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?
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
WHAT ELSE? BE PREPARED TO DISCUSS YOUR RESUME

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? SELF-REFLECTION
WHAT ELSE?
SELF-REFLECTION

- 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
VIDEO PREP WITH BETTERON

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.
“...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 client-base 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
REMEMBER…

• 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!