

# INTERVIEWING

## Interview checklist.



SCHOOL OF  
**PUBLIC HEALTH**  
Office of Career Services

### FROM THE BEGINNING

Being offered an interview means the employer has decided you are a capable candidate. They now want to learn more about your experience and determine if you are the right fit for the position. Fit encompasses everything from your professional appearance and personality to your ability to communicate and apply your past experiences to the position.

#### **STEP 1**

##### RESEARCH THE ORGANIZATION/POSITION

Research the employer noting mission, values, priorities, and focus. Know noteworthy information such as history, current initiatives, culture, or recent mergers. Avoid research overload by knowing important information and feeling comfortable integrating into conversation

#### **STEP 2**

##### PREPARE AND PRACTICE

Be self-aware and able to speak confidently about yourself. Brainstorm 10-15 anecdotes that speak to your skills and ability. Use STAR technique to organize responses to behavioral-based questions (see details below). Prepare relevant questions to ask. Engage in a mock interview or utilize InterviewStream to practice responses.

#### **STEP 3**

##### GET READY

Learn as much as you can about the logistics of the interview before. Bring copies of your resume, a padfolio, and copy of your references. Arrive 15 minutes early and have on hand the interview location, primary contact, and phone number. Dress in business professional and follow business etiquette.

#### **STEP 4**

##### FOLLOW-UP AFTER THE INTERVIEW

Note names of everyone involved interview and document thoughts and important themes. Write thank you letters to everyone with 24 hours referencing relevant details and restating interest and relevant skills. Inform the employer if at any point you are no longer interested in the position or have accepted another offer.

### **S-T-A-R TIP**

#### SITUATION

Explain the setting of your example. Give the interviewer some context

#### TASK

Detail the goal that needed to be achieved or the problem that needed to be solved

#### ACTION

Outline the action steps used to achieve the goal or solve the problem. Be specific. Talk about the skills you used and the steps you took. Avoid talking about “we” or “us”. The employer is interviewing you, not a group

#### RESULT

Summarize the outcome or achieved goal. Describe how you solved the problem or perhaps identified a way to prevent a problem from occurring in the future.

# SAMPLE QUESTIONS TO ASK EMPLOYERS/INTERVIEWERS

PREPARE QUESTIONS AHEAD OF TIME

- Could you describe a typical day in this position?
- How will my performance be measured? By whom?
- What is the company's policy on providing professional development for employees?
- What challenges might I face if I were to be in this position?
- How would you describe the organization's culture?
- What are the organization's plans for future growth?
- What's the next step in the selection process?
- What skills do you look for in potential candidates?

## INTERVIEW PRACTICE

--

WHAT PROMPTED INTEREST IN THIS CAREER PATH?

--

WHAT IS A PERCEIVED WEAKNESS?

TELL ABOUT A TIME WHEN YOU HAD TO INTERACT WITH A DIFFICULT PERSON, CLIENT, OR PATRON. WHAT WAS THE SITUATION HOW DID YOU HANDLE IT?

Situation	
Task	
Action	
Result	

TELL ME ABOUT A TIME WHEN YOU DEMONSTRATED EXCELLENT COMMUNICATION SKILLS?

Situation	
Task	
Action	
Result	