

# 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 convey your skills meet the requirements of the position.

#### STEP 1

##### RESEARCH THE ORGANIZATION/POSITION

Research the employer by noting their 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 newfound information into conversation

#### STEP 2

##### PREPARE AND PRACTICE

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

#### STEP 3

##### GET READY

Learn as much as you can about the logistics of the interview before arriving. 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 in the interview and document thoughts and reoccurring themes. Write thank you letters to everyone with 24 hours referencing important details, restating interest, and emphasizing relevant skills. Inform the employer if at any point you are no longer interested in the position or have accepted another offer.

### BEHAVIORAL-BASED INTERVIEW AND S-T-A-R

The majority of questions in an interview will be focused on what you have done in the past as a predictor of what you are capable of doing in the future. This is known as the Behavior-Based Interview (BBI) technique. BBI questions are open-ended and are designed to let you do most of the talking through telling stories of your past experiences. Use the STAR method below to help you in formulating an answer.

#### SITUATION

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

#### 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 SHOW UNDERSTANDING AND SEEK FURTHER CLARITY ABOUT POSITION, ORGANIZATION

- I see I would be responsible for xyz in this role, how does that translate into a day-to-day schedule?
- I understand this position reports to you, how will my performance be evaluated? What is your leadership style?
- What challenges might I face if I were to be in this position?
- I read about diversity and inclusion on the website, how does this translate into the organization's culture?
- After today's interview, I'm more excited about this opportunity, what's the next step in your selection process?

## INTERVIEW PRACTICE

TELL ME ABOUT YOURSELF?

WHAT PROMPTED INTEREST IN THIS CAREER PATH?

WHAT ARE YOUR TOP THREE ASSETS OR SKILLS?

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	