

# Interview Guide

The following interview template should help you prepare for any job interview. Carefully read through it, having the job you are applying to in mind and get ready for your interview.

It has been divided in 7 sections:

1. Types of interview questions
2. The STAR method
3. Video interviews
4. What to ask and not ask during an interview
5. What to think before a job interview?
6. Prepare for it
7. Follow up and thank you letters

There are different types of questions you might get asked during an interview. Here are some of the types, plus some sample and common questions:

TYPE OF QUESTION	DEFINITION	EXAMPLES
<b>TRADITIONAL</b>	These questions will focus on your experience and specific skills. They want to know you can perform the necessary functions.	Walk me through your resume.  Tell me about yourself.  Describe the best job you've ever had.
<b>BEHAVIORAL</b>	Their purpose is to analyze how you handled situations in the past to measure how you will behave in future performance within the company.	What is your typical way of dealing with conflict?  Give me an example of a time when something you tried to accomplish and failed.  Tell me about a time when you were forced to make an unpopular decision.
<b>TECHNICAL</b>	The employer wants to know if you possess the analytical, financial, IT or accounting skills necessary to perform the job. They are gauging how well you are able to think on your feet and respond to questioning under pressure.	Explain Capital Asset Pricing Model.  What does Static Variable mean?  Describe 2 ways to estimate Free Cash Flow?
<b>CASE STUDY</b>	Problem-solving questions, to evaluate your ability and how would you act in certain situations and to determine the strategic, analytical and logical way a person approaches the world and its problems.	CIO wants to analyse his IT application portfolio. How would you go about segmenting this?  Estimate the market for lightbulbs in Australia.

## HOW DO I ANSWER THAT QUESTION? Introducing the STAR method

Use this method to answer questions in which you need to show how you resolved an issue. Answer following this outline:

- SITUATION** → Define the context based on who, what and when.  
Mention the problem that you had to overcome
- TASK** → Identify the objective and issue you were responsible for accomplishing.  
Be detailed on your responsibilities.
- ACTION** → What did you do to complete the task?  
Emphasize on your skills.
- RESULT** → What was the outcome of you action?  
Summarize in business terms by giving detail and quantify if possible.  
What did you learn and what lessons did you get from the situation?

**The key idea to remember is that you need to articulate the end result.** What was accomplished? What happened? What was the outcome? What did you learn?

## VIDEO INTERVIEWS: the insider tips

Nowadays more companies are opting to do automated video interviews and calls. Here are some tips that will help you ace your interview:



### Dress Professionally:

Although you think people will only see you from the neck up, be in professional attire. It will help you feel more in the environment.



### Connections:

Check that your Internet is well connected, as well as audio and camera. Preferably, use earphones with a microphone built in.



### Set up:

Do the interview in a quiet place that is well-lit and with no distracting backgrounds.



### Camera level:

Place your camera at eye level; remember, eye contact is crucial.  
Set it at an appropriate distance so it frames from the waist up.



### Body Language:

Smile, Smile, Smile and express your interest in the position and company.





### Practice:

Utilize this step by step job interview preparation system which includes video lessons with AI based virtual practice tools.

## QUESTIONS TO ASK/**NOT** ASK DURING AN INTERVIEW

Most of the times, at the end of the interview you will have time to ask some questions. Have at least 3 questions so the employers can see that you are prepared and interested in the position. In addition, ask about next steps in the interview process.

**Rule of thumb is you should never ask questions you can easily find in a Google search. Do your research first.**

QUESTIONS YOU CAN ASK 	QUESTIONS YOU SHOULD AVOID ASKING 
How would you describe the company's culture and leadership philosophy?	Never ask if you can change the job details, the schedule, or the salary.
Would you be able to show me some examples of projects that I'd be working on?	Do not ask if the company does background checks or if they monitor e-mail or Internet usage.
What specific qualities and skills are you looking for in the job candidate?	Never ask about pay, time off, benefits, etc. (Wait until later in the process to inquire about these things.)
What does a typical day or week look like for the person in this position?	Do not ask how quickly you can be promoted or when can you start to apply to other positions.
How do you see this position contributing to the success of the organization?	Do not ask if the company does background checks or if they monitor e-mail or Internet usage.

## ONE MINUTE DRILL: Who are you and Why are you here?

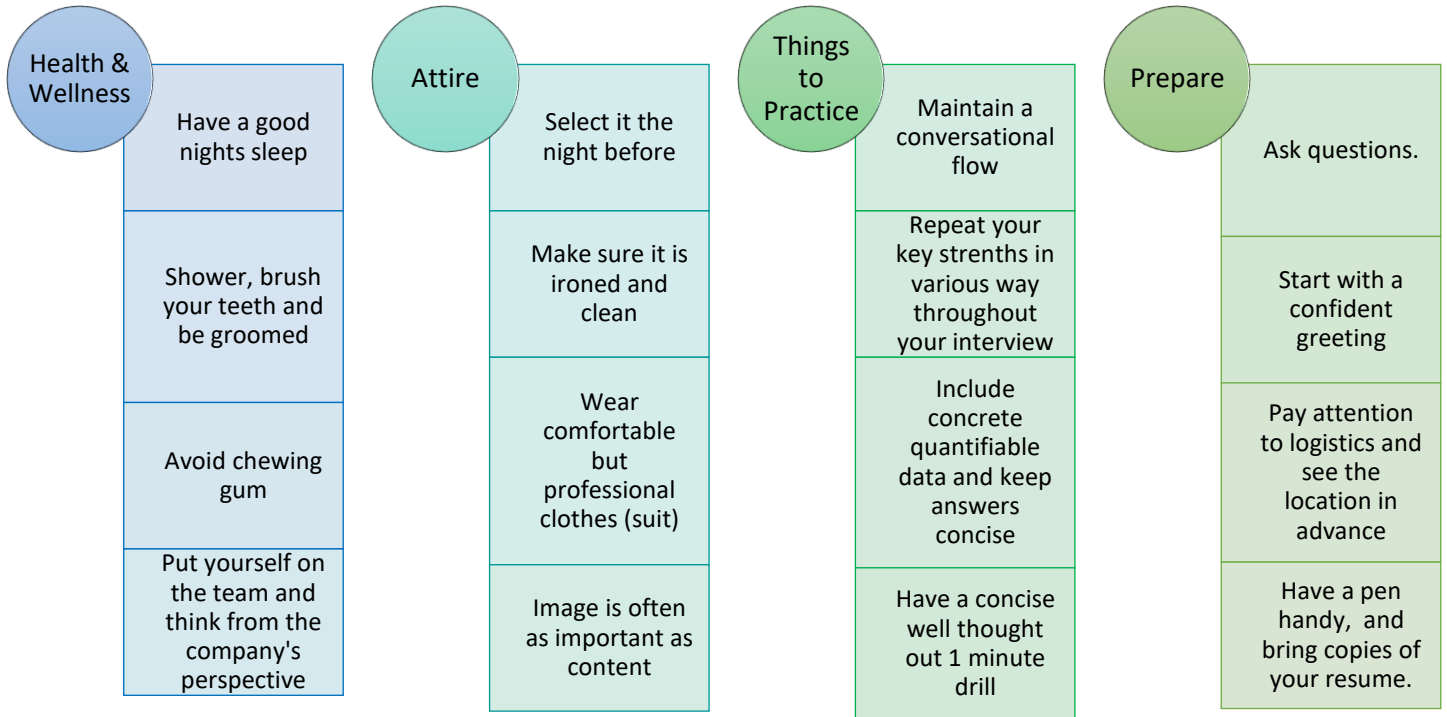


Virtually every interview or encounter with a prospective employer starts with a conversation around a key question: “Tell me about yourself.” You will need to develop a crisp, concise, comfortable answer to deliver in about a minute, and it should always be tailored to your circumstances. Your “one-minute” interview introduction is not the same as your business cocktail party introduction, often called an “elevator pitch”!

- **Think of it as your “personal highlights.”** Tell the interviewer what you want him/her to remember first. You should cover where you went to school and your work history, but remember, it is not a complete autobiography - it represents only the high points.
- **Explain** why you decided to go to business school and why you chose Rice.
- **Draw attention to specific items on your resume to prompt questions that you want to be asked**, the ones that you know you can answer effectively. The recruiter generally has your resume in hand while you are going through the drill. Be sure that you, too, have a copy of your resume for reference. If you've updated your resume since the time the interviewer received it, be sure to give her/him a copy of it at the outset of the interview.
- **Conclude with your career goals and the reason(s) that are you interviewing with that particular company.** (For example, “Why investment banking? Why this company?” are favorite questions).
- **When you are finished, stop talking!** Many students get nervous about silence in interviews and will keep talking after they have covered the key points. Resist this temptation – allow the interviewer to ask the next question. Remember, you have only 30 minutes or so, and every minute is precious.

## BEFORE THE INTERVIEW: Tips for Interviewing

Make sure you have all this in mind and start preparing **days before** your interview.



## POST INTERVIEW: Wrap up and Thank you

At this point, the interviewer may give you feedback on your interview. Be sure to reiterate your interest in the job, shake hands, and thank the interviewer for his/her time with you. It is important that you follow up with them after your interview.



**Networking** is important, and use tools such as LinkedIn to keep in contact. Don't just send a contact request - Personalize the request with a note, so they remember who you are.

*\*For personal use and growth, create a list of items that you did well and that you would like to improve on.*



THANK YOU NOTES OR EMAILS	FOLLOW UP
Send a thank you note or email within 24 hours of your interview.	Wait patiently. Wait for the established deadline to pass and if you receive no response, then follow up.
If handwritten, make sure your writing is legible.	Restate your interest in the job you are applying to.
Make them short, concise and friendly.	Forgot to mention something in the interview? You can add <i>significant</i> information in your follow up email.
Thank the employer for the time invested on you.	Remind them why you are qualified for this job.

