

# INTERVIEWING

## PREPARATION

CONTACT YOUR REFERENCES (3-5) for permission to use them & provide them with resume & job description

Know the **organization**

(research webpage & social media)

1. What is the organization's mission statement and values?
2. What is the background/ history of the company?
3. Where are offices located?
4. Who are their competitors?

### **PRACTICE INTERVIEW QUESTIONS**

- With friends/ family: ask for feedback on your responses & delivery
- Mock interview with The Career Center
- Prepare written answers & practice out loud: be aware of your facial expressions/ body language
- Develop up to 10 intelligent/ relevant questions related to:  
1) organization 2) interviewer 3) you  
(be specific if applicable, like Ports Authority- how have the supply chain issues affected your industry?)

Know the **position**

1. Communicate your strengths and demonstrate why you are a good fit for the position.
2. *How* do you meet the requirements?
  - **Critical skills:** ex: professionalism, communication, leadership, problem solving, teamwork, time management
  - **Technical skills:** ex: digital technology, written/ oral communication, MS Excel, programming languages

### **DAY OF**

- Bring extra copies of resume
- Arrive 15 minutes early
- Dress professionally
- Turn off cell-phones
- Be aware, polite, & professional to everyone!

## DURING

Prepare *at least* 5 different stories that relate to success, adversity, and growth.

Use STAR technique to organize how you will tell the story (see the back).

### *Softball Questions*

Tell me about yourself? (*elevator pitch*)

Walk me through your resume.

How did you hear about this position?

Why do you want to work at this company?

Why should we hire you?

What are your greatest strengths/ weaknesses?

What is your greatest professional achievement?

### *Work-Related Questions*

What type of work environment are you seeking?

How would your boss and coworkers describe you?

How do you deal with pressure or stressful situations?

What do you like to do in your free time?

How do you prioritize your work?

What motivates you?

How do you like to be managed?

Where do you see yourself in 3-5 years?

Is there anything else you'd like us to know?

Do you have any questions for us? (ask intelligent questions)

### *Behavioral Based Questions*

Tell me about a challenge or conflict you've faced and how you dealt with it.

Tell me about a time you demonstrated leadership skills.

What's a time you disagreed with a decision that was made and what did you do?

Tell me about a time you made a mistake/ failed? What was the outcome?

### *Questions to Ask Interviewer:*

- 1) What do you think are the biggest challenges facing (the industry) today?
- 2) What lead you to work for (company)?
- 3) What are the opportunities for growth in this company?
- 4) What is something you wish you had known as a student, that you now know, that would have helped you?
- 5) Is there anything I'm not learning in the classroom that I need to know before I start working here?
- 6) At conclusion of interview, ask about next steps in the process as well as when how you will hear from interviewer.

*It is okay to ask:* Is that okay if I reach back out to you in a couple weeks if I have not heard from you?

# INTERVIEWING



## STAR TECHNIQUE



Situation	Task	Action	Result
Describe the background and provide a context of what took place. What was the exact situation? Where? When? Why?	Describe the challenge & expectations. What did you have to do? What needed to be done? Why?	Explain the specific actions you took to handle the situation or overcome the challenge. What did you do? How? What tools did you use?	Explain the results in detail: accomplishments, savings, outcome, etc., quantify. How did the situation turn out? What did you learn?

## STAR EXAMPLES

*Tell me about a time when you worked under pressure.*

**S** – I had just started my leadership position, Regimental Recruiting NCO. One of the duties included organizing student panels where current Citadel students talk to high school prospects and parents.

**T** – In my 1st week, I was told to find 4 cadets, 1 from each grade level and 2 freshmen, for the parent panel on just a 2-hour notice, while also being on a school trip.

**A** – I called on some friends and classmates until I found a senior, junior, and sophomore and reached out to 1 of my battalion NCOs to find 2 freshman cadets.

**R** – We put together a strong panel. The parents and administration were very happy. I learned how to solve a difficult problem by collaborating with others, in a quick and

*Tell me about a time where you solved a difficult problem?*

**S** – During my freshman year at The Citadel, I faced many high pressure tasks. Some duties included memorizing “knob” knowledge (*explain this*), abiding by an extremely structured schedule: exercising, inspections, and maintaining strict discipline throughout the days, which started at 5am.

**T** – I had to keep pushing through, to maintain a good GPA while also having to balance 21 credit hours.

**A** – I utilized an agenda that kept my days organized and created checklists to prioritize school assignments as well as my leadership duties.

**R** – Through maintaining my schedule the best to my ability, I received a 3.00 GPA freshman year and learned so much; I also gained discipline, built character, and learned to overcome

## FOLLOW - UP

Send a personal email / thank you note to the interviewer(s): within 24 hours of interview.

If you haven't heard back (about 2 weeks), reach back out for an update. Let them know you are still interested!

