

Interview Success Quick Reference Guide



When you are invited to an interview, the employer already knows you have the skills to do the job. The purpose of the interview is to see if you lied on your resume and how you would get along with others in the company. They want to see if you are the right fit their organization and how you will benefit their company. The interview helps to give them an idea of the kind of worker you might be. At the same time, the interview gives you a chance to decide if the employer is right for you. **NEVER** settle for a job that does not align with your values.

Preparation is Key

- **Know Your Employer:** Understand the company's needs and how you can fulfill them.
- **Align Values:** Ensure the job aligns with your values and long-term goals.
- **Organize Documents:** Bring copies of your resume, cover letter, and references.
- **Dress Appropriately:** Dress slightly more formally than the role demands.
- **Practice Your Answers:** Use the GOS method (Goal, Obstacles, Solution) or the STAR Method (Situation, Task, Action, Result) for structuring responses.
- **Prepare a Portfolio:** Showcase your work through visual examples if possible. If you do not have a portfolio, use storytelling as your next best tool.

Interview Tips

- **Relax and Engage:** Smile and engage in small talk to ease tension.
- **50-50 Rule:** Balance speaking and listening during the interview.
- **30/2 Rule:** Keep responses between 30 seconds and two minutes.
- **Value Addition:** Highlight how you can contribute to the organization.
- **Salary Questions:** Do not ask about the salary directly but do inquire about the pay range and additional benefits offered.
- **Confidence:** Sit up straight and maintain eye contact as much as possible. Find a focal point and stick to it.

Frequently Asked Questions

1. **Tell me about yourself:** Focus on relevant skills and experiences.
2. **What are your strengths/weaknesses:** Highlight strengths and address weaknesses positively.
3. **Tell me about a time you had a conflict at work? How was it resolved and what was the outcome:** Use the STAR method to answer: Situation, Task, Action, Result.
4. **Where do you see yourself in the next 3-5 years:** Align your goals with the company's vision.
5. **Why should we hire you:** Emphasize unique contributions and problem-solving abilities.
6. **Describe yourself in 3 words and give the reason why you used those words:** link back to your adaptable or transferable skills and show how they align with the role you are interviewing for.
7. **How do you handle competing priorities or organize your day for success?** Tell a story about your typical workday.

8.

Questions to Ask Employers

- What are the company's strengths and weaknesses compared to its competition?
- What are your expectations for this role over the next 90-days post hire?
- How would you describe the culture of the company?
- What are some of the things the company offers to keep employees engaged?
- Can you explain your organizational structure?
- How do you support employees in their professional goals?
- What are the options for upward mobility in this company?
- How long was the previous person who held this role in it for?
- What is the company's policy on employee training and skill enhancement?
- When will a final decision be made about this position?

Closing the Interview

- **Summarize Your Fit:** Highlight three benefits you bring to the role.
- **Ask for the Job:** If appropriate, express your eagerness to join.
- **Follow Up:** Send a thank-you note promptly after the interview.

30-Second Elevator Pitch (use this to answer tell me about yourself)

Create a brief and impactful personal pitch:

- Identify your skills and how they meet the employer's needs.
- Provide a descriptive title for yourself.
- Keep it concise and practice regularly.

Know Your Skills (examples below)

- **Adaptive Skills:** Dependability, flexibility, and optimism.
- **Transferable Skills:** Time management, communication, critical thinking.
- **Job-Related Skills:** Tailor this list to specific job requirements.

Dress for Success

- **For Men:** Conservative suit or pant, shirt, and belt, neat hair, matching accessories, groomed nails, minimal cologne.
- **For Women:** Conservative suit or dress, slacks or skirt, and blouse, moderate jewelry, professional hairstyle, groomed nails, minimal perfume.