

✓ PLAN
✓ PREPARE
✓ PERFORM



How to ACE the Interview

Career Education Office | Van Meter Hall – 117 | 410-337-6191 | Career@goucher.edu

Agenda

- Purpose of Interview
- Types of Interviews
- Interview Questions & Standing Out
- Before, During & After the Interview



PURPOSE

of the Interview

- Opportunity for interviewer to determine your FIT with the position & organization
- Chance for you to:
 - Highlight your qualifications
 - Showcase how you meet the needs of the org
 - Explain how you can add value
 - Determine if the organization and position FIT you
 - Secure a next round interview (or the job)



TYPES OF INTERVIEWS



Phone Interview



Skype/Zoom Interview



Face to Face Interview
Hour, Full-Day, Multi-Day



Panel Interview
Group Interview



Web-recorded Interview



Performance Interview



Types of Interview Questions

General | Behavioral | Situational

Types of Interview Questions: General

- What are your strengths and weakness?
- Why are you interested in this position?
- What do you know about this organization?
- What can you contribute to this organization?
- Why should I hire you?
- **Tell me about yourself *****



Types of Interview Questions: Behavioral

Past actions to predict future behavior

- Give an example of when you worked as part of a team.
- Describe a time when you were faced with a stressful situation.
- Tell me about a time you failed.
- When have you had to overcome a challenge?

STAR Method ★★

S - Situation *(Describe the situation that you were in- using detail)*

T - Task *(Outline what goal were you working toward/what role you played)*

A - Action *(Describe what actions YOU took to address the situation)*

R - Result *(Describe the outcome of your actions and quantify the results)*

Types of Interview Questions: Situational

- Specific scenarios, often multi-part
- Frame from previous experience
- Consider skills they may be looking for
- Look at the situation holistically





the Interview

- **Research the position and organization:**
 - Company website
 - Google
 - Glassdoor - <http://www.glassdoor.com/>
 - Network - <http://www.linkedin.com/>
- **Review the position description:**
 - Brainstorm questions you may be asked and **stories** that match your qualifications to the position
- **Develop relevant questions to ask (write them down)**



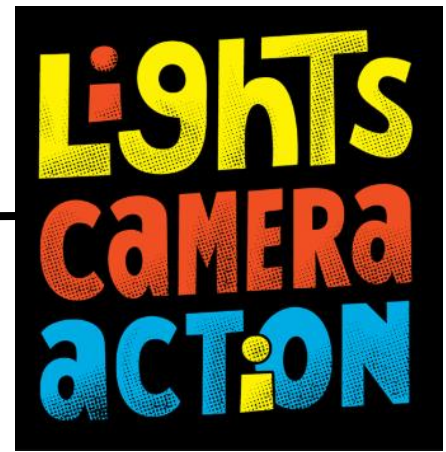
the Interview

Review the Job Description Activity

Duty/Qualification from the Job Description Write tasks, responsibilities, and qualifications with the exact words from the job description	Give specific examples, including results Campus leadership position, internship, campus job, CBL experience, summer job, community service, research, study abroad, etc....
Excellent oral communication skills	Positive: Explained complex scientific information to non-scientists during poster presentation
	Negative: Conflict with internship supervisor Learned that direct communication and listening is vital to avoid confusion



the Interview



- Consider background and lighting
- Test audio and video equipment in advance
- Set up a distraction-free zone
- Be ready to look at the webcam, not yourself



the Interview



- **Get interview details:**
 - Ask about the type of interview
 - Request schedule and names of interviewers
 - Understand travel/parking information
- **Create a portfolio:**
 - Bring 2 clean copies of your resume
 - Samples of work, reference list/letters (as applicable)
- **Practice, practice, practice!**
 - Mock Interviews
- **Plan your attire**



During

the Interview

- **Interview starts as soon as you turn on the computer**
- **Get there early:**
 - 5 minutes at least
- **Turn off your cell phone**
- **Show your enthusiasm and interest:**
 - Smile, make eye contact, **firm handshake**
- **Be nice to EVERYONE!**
 - You never know who is evaluating you



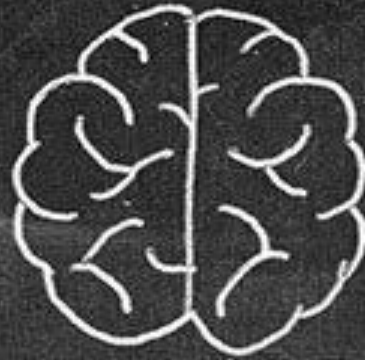
After

the Interview



HOORAY!

- **Reflect, process, review**
- **Send a thank you note:**
 - Within 24 hours!
 - Email is perfectly acceptable and *faster*
 - Send to key decision makers
 - Reiterate your interest and enthusiasm
 - Highlight skills that were strong match
 - Add details left out during interview
 - Personalize it!
 - Consider *also* sending hand-written
- **Follow-up as needed**



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Final Thoughts

- **Consider non-verbal communication** - Eye contact, handshake, expressions, posture
- **Take time to think about answers before you begin speaking** - Short pauses
- **Make sure you understand the question before answering** - Ask for clarification
- **Be mindful of the length of your answers**
- **Practice, practice, practice** - Mock Interviews



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- ✓ Individual apts and drop-in (M-F, 2-4)
- ✓ Resume Review - Goucher Recruit
- ✓ Resume Lounge – (T,W, 6-7pm)
- ✓ Coffee Chats (F, 9:30-11:30am)
- ✓ CEO Pop Ups!
- ✓ CEO website (www.goucher.edu/ceo)
- ✓ Social Media (Facebook and Twitter)

