

# INTERVIEW PREP



## INTERVIEW TIPS

### BEFORE THE INTERVIEW

- Research the company
- Review the job announcement
- Practice common interview questions
- Practice interviewing with someone
- Dress to impress – business professional
- Practice behavioral interview questions
- Practice specific position interview questions

### DURING THE INTERVIEW

- Greet the interview or interview panel
- Gather your thoughts and then respond
- Be prepared with questions to ask
- Ask for a question to be repeated, if necessary
- Ask for clarification on a question, if necessary
- Answer the question succinctly
- Provide examples/situations, if applicable

### AFTER THE INTERVIEW

- Thank the interview or interview panel
- Follow up via email with a thank you
- Follow up in one week if you don't hear back
- Assess your interview performance
- Write down anything you want to remember
- Get comfortable with waiting on hearing back
- Contact your references to alert them

## INTERVIEW QUESTION TYPES

### COMMON INTERVIEW QUESTIONS

- Tell me about yourself
- What are your biggest weaknesses?
- How do you organize and prioritize your work?
- Do you prefer to work alone or in a team?
- Where do you see yourself in 5 years?
- Why do you want to leave your current job?
- Why should we hire you?
- How would you describe your work style?
- What do you know about our company?
- How do you deal with stressful situations?
- What are your greatest strengths?
- What skills do you bring to the position?
- Do you have any questions for us?

### BEHAVIORAL INTERVIEW QUESTIONS

- Tell me about a time you had a conflict with your supervisor. How did you handle it?
- Tell me about a time you worked effectively under pressure.
- Tell me about a time you had a conflict with a team member. How did you handle it?
- Describe a time you felt stressed out by your work. How did you manage it?
- Talk about a time you disagreed with your supervisor's decision or approach.
- Tell me about a time you made a mistake on the job. What was the mistake and what steps did you take to correct the mistake?

### QUESTIONS TO ASK THE INTERVIEWER

- What does a typical day look like for someone in this position?
- What are some challenges of this position?
- How is information exchanged between departments?
- How will I receive feedback on my job performance?
- How is success measured for someone in this position?
- What are you looking for in a candidate?
- What are the next steps in the recruitment process?

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