

Interview Strategies

Why interviews matter: Interviews allow employers to interact with you beyond your resume and evaluate your communication skills, personality and professionalism in person, over the phone or video call.

Before the interview:

- Assess your skills, work and school experiences and how they relate to the job you're interviewing for.
- Confirm date, time and location of interview.
- Plan what to wear.
- Practice!

Research:

- The organization
- The person or people interviewing you (**use LinkedIn**)
- Organization history
- Current organization news
- Organization social media pages

Tell me about yourself: Be prepared to answer this question in a similar style as your elevator pitch. Share what you're studying, where you're from, any jobs or internships relevant to the job you're applying for and what your professional goals. Your answer can be 30-60 seconds and remain professional.

STAR Method: Practice this method for answering questions.

Situation: What happened?

Task: What was your goal?

Action: What did you do?

Result: What was the outcome

CARD Method: Another method to try

Context: Give background info

Action: What was your role, what did you do?

Result: What was the outcome?

Different: What would you do differently next time?

What to wear: Business professional

- Slacks or skirt (knee-length)
- Blouse or dress shirt
- Suit jacket
- Closed toed shoes, flats or 1-2" heels
- Understated hair, makeup & perfume

Borrow professional attire from the Stephens College Suit Closet in CCPD

What to bring:

- Padfolio with extra resumes
- Pen
- Business Cards

What not to bring:

- Large purses or bags
- Water bottle, food or drink
- Phone

During the interview:

- Present yourself confidently with good posture
- Maintain eye contact
- Smile when appropriate
- Have a positive, enthusiastic tone
- Give a firm handshake to interviewer
- Take a deep breath and pause before responding
- ALWAYS prepare 3-5 questions to ask at the end of the interview
 - Clarify the position
 - Workplace culture
 - Interviewer's career path
 - Timeline for hiring

Follow-up after the interview:

- Send a thank you email within 24 hours.
- Send a handwritten thank you card the next day.

INTERVIEW QUESTIONS TO PRACTICE

Tell me about yourself.

What do you know about our organization?

What are your strengths?

What are your weaknesses?

Why should I hire you?

Tell me about a difficult situation and how you overcome it.

Why do you want to work here?

Why do you want this position?

How do you stay organized?

How do you handle stress?

Why did you choose your college or major?

Where do you want to be in five years?

What type of leader are you?

Describe your dream job.

What kind of work environment do you like best?

Tell me about a difficult decision you made this year.

How would your current supervisor describe you?

What do you like to do outside of work?

Need help preparing for an interview?

Email

career@stephens.edu

or book an

**appointment through
HireStephensStars**