

# Interview Savvy

## Improve your interview effectiveness

### Interview success strategies

- Create a portfolio
- Prepare meaningful questions
- Create an interview binder
- Create a cheat sheet
- Answers to common questions
- Practice with a friend



- **Characteristics**
  - Used for screening
  - Short and concise
  - May be outsourced
- **Tips**
  - Resume near the phone
  - Cheat sheet
  - Sip water
  - Short answers
  - Speak slowly and clearly
  - Smile
  - Reiterate interest
  - Ask for in-person interview
  - Say thank you

## Situational interviews

- **Characteristics**
  - Designed to determine how you would or have responded to specific types of situations
  - Hypothetical situations
  - probe for job-related skills in candidates perceived as less experienced
- **Tips**
  - Gain an understanding of the job
  - Identify potential situations related to the job
  - Think through how you would answer such questions
  - Identify related past experiences to emphasize your experience level



## Behavioral Interviews

- **Characteristics**
  - Common when the candidate pool is experienced
  - Designed to probe what you they did in a specific situation
  - Historical recollection of a past problem resolution.
  - Assumes your past behavior will predict your future behavior in a similar situation.
  - Behavioral Question Format (STAR):
    - **Situation** - The particular incident
    - **Task** - what was required to be done
    - **Action** - What specific actions you took
    - **Result** - What was the outcome
- **Tips**
  - List critical incidents where you have demonstrated the skills and competencies required for the job
  - Practice explaining your role in these incidents in the STAR format

## **Panel interviews**

- Take time to connect with every panel member
- Write down their names and use it during the interview
- Maintain initial eye contact with the person who asked the question, then pan to others
- Shake hands and thank each interviewer personally.
- Get each person's business card
- Thank you letter to each panel member

## **When your answer is not a good one**

- Be honest
- Don't blame others
- Demonstrate what you learned from the situation
- Talk about how you would prevent what happened from happening again

