



Superstar Interviewing



To secure an internship or job offer, you have to impress during your interview first. They already know you're qualified based on your resume & cover letter, so the next step is to impress them with the specific things that make you the best candidate. The fact is, the most qualified candidates do not always get the offer! To be successful, you'll have to prove that you are ready to shine in the position and serve as an asset to the organization.



Once you find out that you've secured an interview, there are a few main areas where you can start preparing:



Research

the company, hiring team, industry & geographic area to learn about the employer's needs.



Practice

your responses to common interview questions & the questions you will ask your interviewer



Review

your professional documents, interview attire, items to bring with you & travel arrangements.

Strategies

Research

- Type of interview
- Organization
- Yourself
- Position

How to find information:

- Professional network
- Social media
- Organization's mission statement, annual reports, marketing materials & website
- Industry Publications

Practice

- Responding to common questions & job-specific questions
- Your 30-second pitch
- Creating questions to ask your interviewer(s)
- Recording yourself answering questions to check for positive body language

Tip: Setting up mock interviews is a good way to practice while also getting feedback to improve!

Review

- Your professional documents and/or portfolio
- Job description
- Your voicemail message
- Your social media accounts
- Your interview attire
- Travel arrangements & directions
- Weather forecast

Common Interview Questions

- Why are you interested in this position or organization?
- What are your strengths and weaknesses?
- Where do you see yourself in five years?
- How would your supervisor or coworkers describe you?
- How do you handle conflict?
- Why are you interested in this industry?
- Describe a situation in which you displayed leadership.
- Why should we hire you instead of another candidate?
- Tell me about a time when you handled a challenge.
- What motivates you?
- What is important to you in a job?
- Describe your ideal supervisor.

Activity Worksheet & Interview Prep Checklists

Organization: Youth Advocacy Starts With You, Inc.
Position: Program Manager

Job Description:

- Provide direct support and handle referrals for child advocacy issues
- Establish and oversee procedures to meet objectives set by boards of directors
- Direct fundraising activities and the preparation of public relations materials
- Analyze proposed legislation or regulations to determine impact to agency services
- Develop and present volunteer and community trainings
- Oversee the hiring and supervision of the child advocacy internship program
- Ensure compliance with professional and legal standards

Qualifications

Education Requirements: Bachelors degree in a related field
Required Skills: FileMaker Pro, Microsoft Excel, Word, PowerPoint
Preferred Experience: 1-3 years in Youth Advocacy & Community Organizing



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Based on the description, what specific questions might be asked during an interview for this job?

Next, develop a sample answer to your question(s) based on the STAR method:

Situation:

Task:

Action:

Result:

Interview Preparation Checklists

A Few Days Before:

- ☐ Continue practicing responses to potential questions.
- ☐ Develop questions to ask interviewers.
- ☐ Ensure you have interview clothes & shoes that fit well.
- ☐ Check directions & transportation time to plan accordingly.

Interview Day:

- ☐ Gather interview materials (resumes, notepad, pen, etc.)
- ☐ Arrive 10-15 minutes early.
- ☐ Be kind to everyone you meet.
- ☐ Deliver a firm handshake.
- ☐ Relax & be yourself.

Following Up:

- ☐ Assess performance to improve for future interviews.
- ☐ Review notes taken during your interview to help with your thank you email.
- ☐ Send a follow-up email within 12-24 hours to thank your interviewer(s) for their time.