



Superstar Interviewing

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What's the point of interviewing?

Different interview types have different advantages & limitations but all of them are meant to **confirm** that you're **capable** of the job and **demonstrate** that **you're the best fit** for the organization & team



Interview Types & Tips



Phone:

Typically act as a screening interview (15-30 minutes)

Watch out for: Lack of body language cues, Distractions, Poor connection



Video (Skype/FaceTime/Zoom):

Don't forget to do a pre-interview test run with equipment

Dress as you would for an in-person interview

Watch out for: Distractions, Noise in your environment, Non-verbal traits

Remove anything unprofessional in the background

In Person (Traditional/Panel/Presentation):

Be aware of non-verbal traits (Eye contact, Posture, Fidgeting, Playing with hair)

Arrive 15 minutes early & do a mirror check in nearest bathroom

Greet **all** staff politely & with firm hand shake

"Show, not tell"

At this point in the hiring process,
EVERYONE is qualified. Now it's time
to get specific...why you?



Describe this paint set...

Does it seem like it can paint effectively?

Are the materials high quality?

What makes it different from other paint sets?

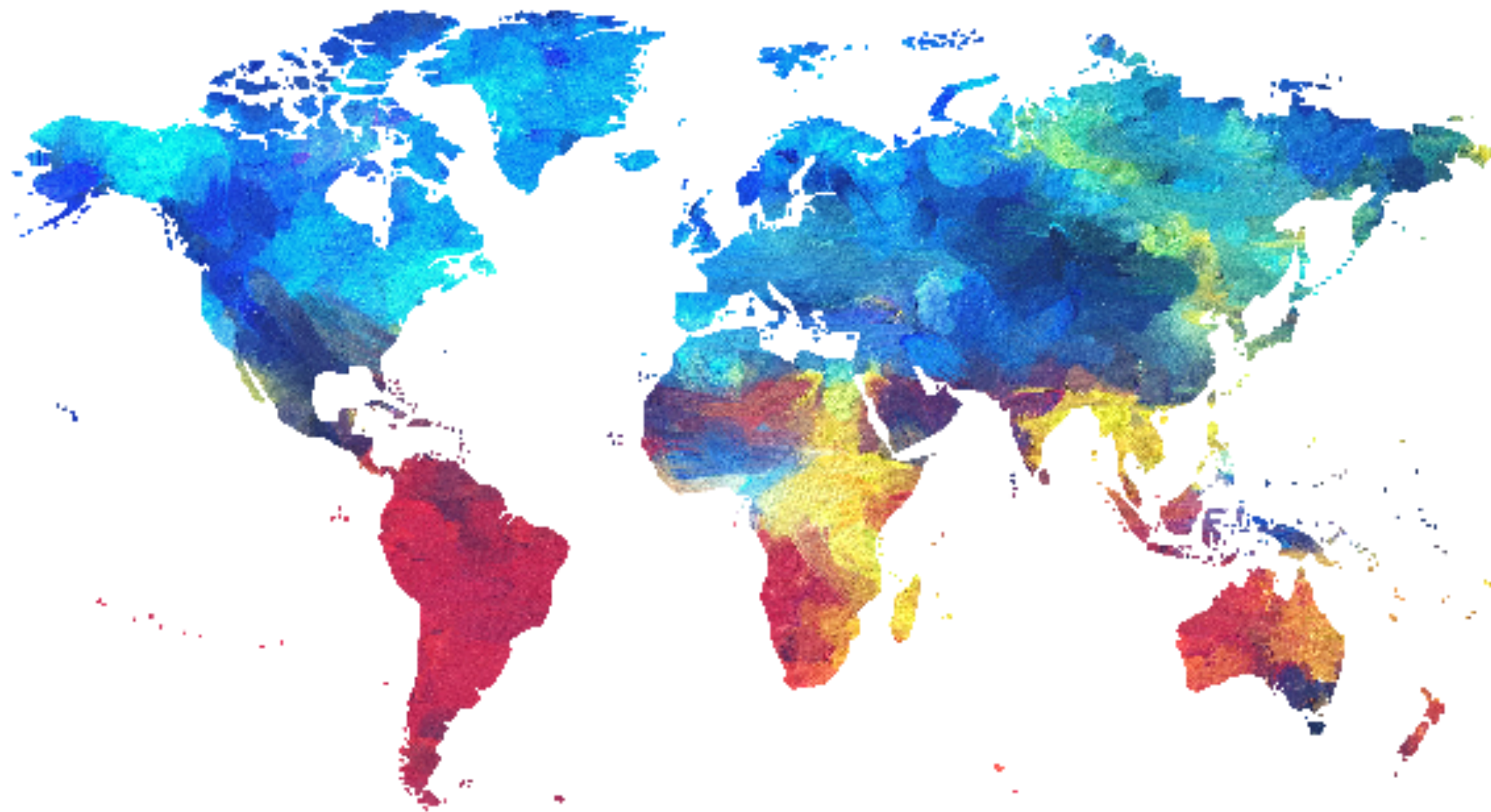
Does the idea of using it seem satisfying?

Where did it come from?

What can it do?



What if you learned...



Specific examples are powerful enough to change perceptions.

Interview Preparation

Research

- Type of interview
- Organization
- Your interviewer
- Yourself
- Position

Practice

- Common and job-specific questions
- 30-second pitch
- Questions for interviewer(s)
- Watch yourself respond to questions to check body language

Review

- Your professional documents & portfolio
- Job description
- Voicemail message
- Social media accounts
- Your interview attire
- Travel arrangements
- Weather forecast

Research isn't boring- it's useful!

With it, you can:

- Identify commonalities between your skills & strengths and the organization's needs
- Determine if the organization's philosophy, decision making, and environment align with your needs & values
- Show interest in the position & develop insightful questions for your interviewer(s)

Common Questions

Practicing for an interview involves answering common questions and anticipating more specific questions you may be asked.

- Why are you interested in this position or organization?
- What are your strengths & 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?
- 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.

The STAR Method



Situation: What background information is needed to set the scene?

Task: What was the goal?

Action: What did you do? How did you act?

Result: What happened after?

Polished & Professional

Reviewing your professional image is an important part of your preparations- 1st impressions count!

- Context matters!
- Business Casual or Business Professional
- Neat & well-groomed appearance
- Clean, well-fitted & wrinkle-free outfit in neutral tones
- Less is more
- Consistent identity across voicemail, social media, portfolio & resume

Activity- Let's Practice!

Using the job description, develop 1-2 specific questions that may be asked in an interview for **this** position. Then, create a potential answer using the "STAR" method.

Example: You apply to a school that has a high population of students whose first language is Spanish. The position indicates that successful candidates will have demonstrated experience teaching diverse populations. Your questions might refer to your competency in Spanish or experiences working with diverse populations.

