

INTERVIEW SKILLS WORKSHOP:

HOW TO ACE YOUR NEXT INTERVIEW

TIPS AND STRATEGIES FOR SUCCESS



THE
IMPORTANCE
OF INTERVIEW
SKILLS

First Impressions

Showcase Your Fit

Competitive Edge

Confidence

HOW TO PREPARE



Research the Company

Understand mission, values, & recent developments



Understand the Role

Know the job description and requirements



Practice Common Questions

Prepare answers (STAR Method)



Mock Interviews

Practice interviews with friends or mentors



Plan Your Journey

Know your interview location and plan your route to arrive on time

DRESS FOR SUCCESS

- ✓ Choose professional attire appropriate for the company culture
- ✓ Pay attention to grooming and hygiene
- ✓ Ensure your outfit is clean, ironed, and well-fitted
- ✓ Suit, tie, jacket, matching socks (no white socks).
- ✓ Skirt/slacks, blouse, jacket, closed-toed shoes.


DRESS FOR SUCCESS


- ✓ Choose professional attire appropriate for the company culture
- ✓ Pay attention to grooming and hygiene
- ✓ Ensure your outfit is clean, ironed, and well-fitted
- ✓ Suit, tie, jacket, matching socks (no white socks).
- ✓ Skirt/slacks, blouse, jacket, closed-toed shoes.


UNDERSTANDING NON-VERBAL BEHAVIOR

- **POSTURE** | Sit up as straight as possible but not too stiff.
- **EYES** | Look at interviewers in their eyes. Eye contact creates trust.
- **SMILE** | Smile a lot. It creates peace and shows personality.
- **ARMS** | Avoid crossing arms. Match interviewer's stance when possible.
- **VOICE** | Talk loud enough. Complete answers with same voice level.
- **LISTENING** | Truly listen to interview questions and organization's thoughts.

RESPONDING TO QUESTIONS DURING THE INTERVIEW

 **Introduction:** Repeat the question. This will give you a chance to think of your response and remember the question.

 **Body:** This part of your response is an open-door opportunity to provide a short story that relates your experience to the question. Be clear and concise and use examples of how you utilized your knowledge and skill.

 **Conclusion:** Repeat the question again. For example, “That would be my greatest strength and challenge. Does that answer your question?” This will indicate you have finished responding, therefore, implying you are ready for the next question.

STAR Interview Method

S

Situation

Introduce the situation to set the scene and provide context.

T

Task

Describe the task. What needed to be done and why?

A

Action

Explain the action you took.

R

Result

Describe the result in terms of benefits realized.

The STAR Method is a tool for answering tough behavioral interview questions.



COMMON INTERVIEW QUESTIONS

➤ General Questions:

- Tell me about yourself.
- Why do you want to work here?
- What are your strengths and weaknesses?

➤ Behavioral Questions:

- Describe a challenging situation you faced at work and how you handled it.
- Give an example of a time you worked in a team.
- Tell me about a time you had to meet a tight deadline.

➤ Situational Questions:

- How would you handle a conflict with a coworker?
- What would you do if you disagreed with your manager's decision?



6 Smart Questions to Ask the Interviewer

What skills does the ideal candidate for this position have?

How is performance measured in this job?

Can you describe a typical day for this position?

What are the immediate challenges a recruit faces in this job?

What do you like most about working for this company?

What are the company's biggest challenges currently?

SMART QUESTIONS

CLOSING THE INTERVIEW



Have several prepared questions (not related to salary).



Summarize job and position responsibilities.



Summarize your strengths, transferable skills and valued offer.



Reaffirm interest.



Determine the time frame and next point of contact.



Thank the interviewer/s, shake their hands.



Request their business cards and contact information.



THANK YOU EMAIL OR LETTER

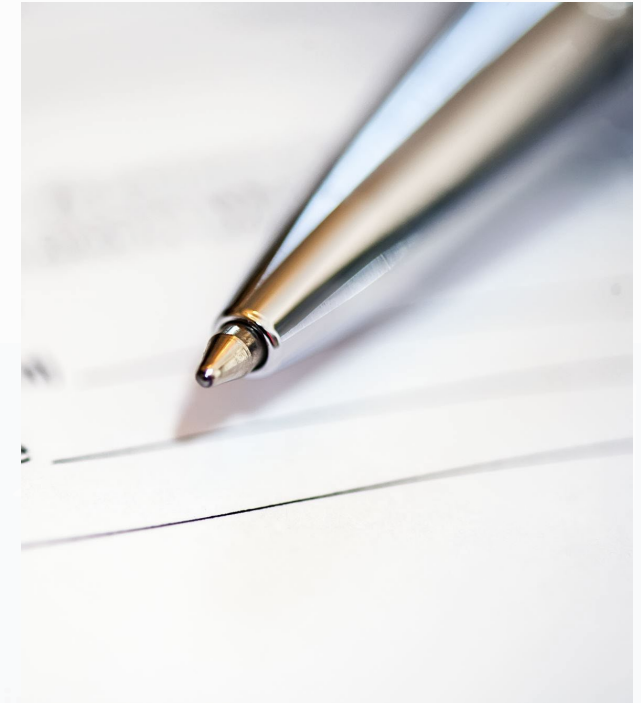
- Send a thank-you email within 24 hours
- Reiterate your interest in the position
- Mention something specific from the interview

My Secret Strategy

Write your thank you letters before the interview. Therefore 98% of your letter will be done.

After the interview, reread the letters for content related to the interview and make any necessary changes.

Your interview doesn't end until your email is in their inbox!!



ADDITIONAL TIPS

HOW TO AVOID FREEZING IN AN INTERVIEW

Scenario: If you are asked a complex question or a question you are unsure how to answer, it may lead to freezing or blanking out. To avoid such situations:

Use STAR Method

- ✓ Stay calm
- ✓ Be confident
- ✓ DO NOT give a negative answer by simply saying “I don’t know”
- ✓ Take a minute to gather your thoughts
- ✓ DO NOT trail away from the subject
- ✓ DO NOT imitate or answer falsely

OVERCOMING NERVOUSNESS

- **Practice, practice, practice!** 🗣️

Talk out your responses verbally. Write out and rework areas in need.

- **Arrive early.** ⌚

Enter interview area 15 minutes prior to interview (virtual: 5 minutes).

- **Review your resume.** 📄

Review the details, categories, and components of your resume.

- **Breathe deeply.** 😌

Take deep breaths to stay calm and collected.

- **Use the restroom prior to the interview.** 🚻

Ensure you're comfortable and ready to focus.






- **Focus on the employer.** 👁️

During the interview, maintain attention on the employer (virtual: look into the camera).






...our interview doesn't end until your email is in their inbox!!

WHAT TO BRING TO AN INTERVIEW

In-Person

-  Portfolio for writing or carrying items.
-  Writing instrument.
-  Multiple copies of your resume.
-  Portfolio, written, sample industry drawing.
-  Identification.

Virtual

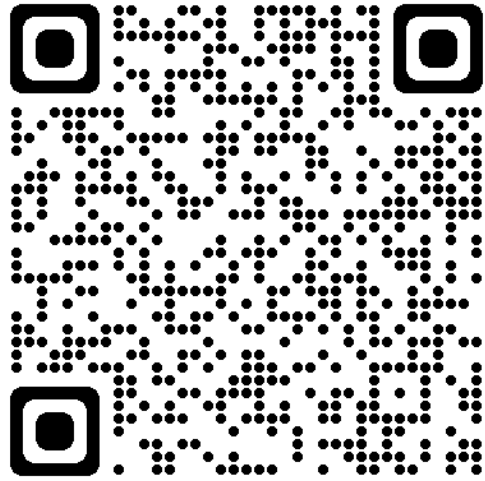
-  Have resume on hand.
-  Company details and job posting available.
-  Samples links to sites and publications.
-  Clean or non-distracting background.
-  Appropriate video settings (*lighting, centering*).

ENJOY YOUR INTERVIEW

- Learn to make interviewing fun!
- Interviewing is a conversation between two or more people that may not know each other. That's all it is.
- This is your chance to review your amazing accomplishments and experience that you have worked so hard on.
- Shine!



Your interview doesn't end until your email is in their inbox!!



Claremont Graduate University
Career & Professional Development