Interviewing Skills

Career Services
Office of Student Affairs
UNC Gillings School of Global Public Health
Outline

- Introduction/Expectations
- Purpose of the interview
- Basic types of interviews
- Preparation tips
- Resources
Purpose

- Meet the employer in-person or by phone.
- Sell your strengths and skills as they relate to the employer and position.
- Learn about the position and the employer.
- Assess if the employer/position are a good fit for your career goals, values and needs.
Types of Interviews

- Phone
- In-person (first round/second round)
- Teleconference
Types of Interviews, cont.

Traditional – based on factual information about you

Tell me about yourself.
What strengths can you offer in this position?
Why are you interested in this position?
Tell me what you know about our company.
Types of Interviews, cont.

Behavioral - your future performance based on past behaviors and attitudes

- Tell me about a time when you exhibited leadership skills.
- Describe a situation where others you were working with on a project disagreed with your ideas. What did you do?
- Give me an example of an important goal which you had set in the past and tell me about your success in reaching it.
Types of Interviews, cont.

Case - Employer assesses analytical ability/thought process, not the accurateness of the response.

- Why are manhole covers round?
- How many gas stations are there in the U.S.?
- You have eight balls, one of which is heavier than the others. All the balls appear identical. You have a balance-type scale, and you can perform trials on the balls. What is the minimum number of trials required to determine which is the heaviest ball?
Anatomy of an Interview

- Introductions
- Preliminary Questions
- Pivotal Questions
- Closure
Preparation Tips
Self Assessment

Consider:
- How your present and past experiences relate to the position
- The ways that this position matches your current and future career goals
- What skills and expertise you have to offer
- The skills that you would like to develop or improve
- Location, salary, and lifestyle priorities
- The kinds of people and environments you prefer
- The many strengths you have that will allow you to make strong contributions to the organization.
Preparation Tips
Research the Organization

- Organization’s website
- *American Journal of Public Health*
  or other periodicals
- Google
Preparation Tips
Practice

- Review possible questions
- STAR method for describing accomplishments
- Tie your answers back to the job/organization
- Participate in a mock interview
Preparation Tips

General

- Know who you will be meeting with and their position in the company
- Create a list of questions to ask about the company and position
- Get a good night’s sleep
- Eat breakfast (or lunch)
- Dress professionally
- Arrive at least 15 minutes early
- Bring resume to the interview and portfolio/notepad.
After the Interview

Follow Up

- Thank you letter within 48 hours
- Phone Call
Interviewing Resources

- Quintessential Careers Website
  www.quintcareers.com/intvres.html
- Wetfeet Press Website
  www.wetfeet.com
- University Career Services Site
  Virtual & videotaped practice interviews
- Considerations for International Students
  Emory’s Career Services site