



Interviewing Skills

*Career Services
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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

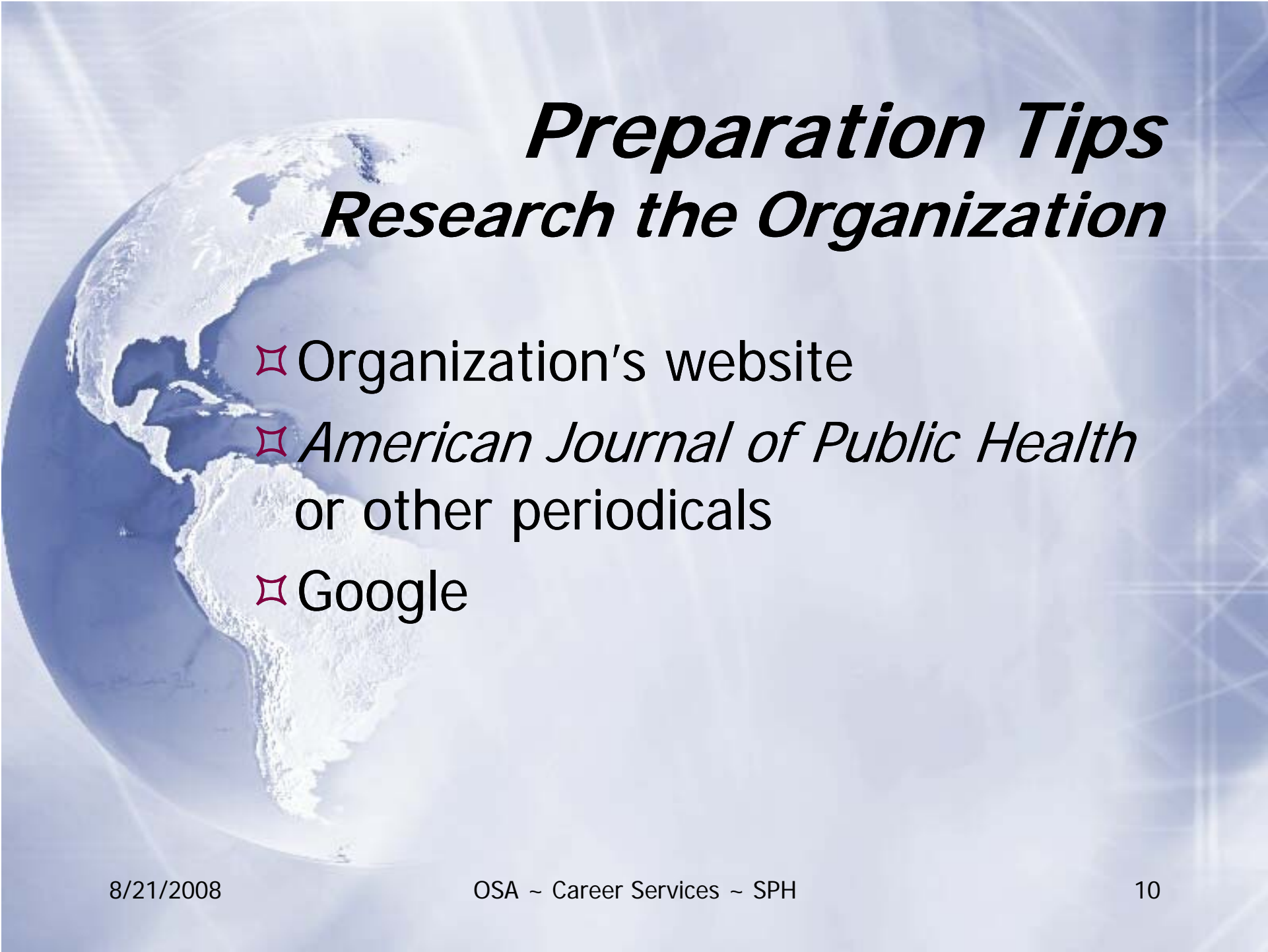


Preparation Tips

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](#)