



1. RESEARCH – Know as much as you can before the interview
2. REFLECT – Think about your strengths relevant to this position
3. COMMUNICATE – Articulate your message effectively during the interview
4. INTERVIEW DAY – Be mindful, prepared, and confident
5. FOLLOW-UP – Next steps for what happens after the interview

PART I: RESEARCH

<p><i>What is the type or format of the interview and who will interview you? When and where is your interview? How long will the interview last?</i></p>	<p><i>What are the key responsibilities of the role? What knowledge, skills, and abilities are the position looking for?</i></p>	<p><i>What is the mission and vision of the organization? How does this position contribute to that mission?</i></p>	<p><i>What current events and trends affect the organization? Who are the organization's key stakeholders or competitors?</i></p>
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Types of Interviews

Phone Interviews: Typically shorter, 30 minutes or less, often used for screening purposes.

Group Interviews: Multiple applicants with one or more interviewers, often used to observe group behavior, when teams are being hired and/or when making large hires.

Panel Interviews: One applicant with multiple interviewers, fairly common, used to engage a variety of perspectives of people impacted by the hiring decision.

Interview Question Types

Traditional/General: Straight forward questions about you, your experience, skills, abilities, interests in the position and organization, and future goals. Examples may include:

- Tell me about yourself.
- Why are you interested in this position/our company?
- How are you qualified for this role?
- Why did you leave your last job?
- What would be your biggest challenge in this position?
- How would you describe your work style?

Behavioral: Asks for a specific example of an experience or event that demonstrates a skill or quality you possess directly related to the position. Examples may include:

- Tell me about a specific time you demonstrated leadership.
- Describe the most recent time that you encountered a conflict and how you handled it.
- When was the last time you demonstrated initiative? How did you accomplish your goals?
- Tell me about a time you handled a difficult situation with a co-worker.

Scenario, case study, role play or sample problem: You may be asked to participate in a real-time activity to provide evidence and observation of your thinking and problem solving ability or technical expertise. Prepare by thinking about the tasks involved in the position you are applying and how you would approach them.

Unexpected/Challenging: Sometimes a question does not have a right answer but is designed to show how you react, think or reason. Your answer might be challenged by the interviewer to see how you react or defend your response.

Illegal/Inappropriate questions: Although unfortunate, these sometimes come up. Consider your options –

1. Clarify the question to make sure you understand it correctly and ask how it relates to the position.
2. Politely decline to answer the question and move on.
3. If you feel threatened or unsafe, end the interview and leave. Consider reporting the incident to the U.S. Department of Labor

PART II: REFLECT

<i>If you were hiring for this role, what key skills and experiences would you seek?</i>	<i>What specific examples can you share to demonstrate your skills and abilities relevant to this position?</i>	<i>What would success look like if you were in this position in 3 months, 6 months, 9 months from now?</i>	<i>What aspects of this position really motivate you? What aspects would really challenge you?</i>
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PART III: COMMUNICATE

Utilize STARC Method

Situation +	Task/Problem +	Action +	Results +	Conclusion
<i>Describe the situation; set the stage for the story.</i>	<i>Describe the task at hand or what you were trying to accomplish.</i>	<i>Describe the action you took in the situation.</i>	<i>Describe the outcome or result of your action; how does that relate to the position you are interviewing for?</i>	<i>Summarize the purpose of your story and emphasize key points or strengths at the end. How does it connect back to the role?</i>
Example: If you need to demonstrate <u>teamwork</u> and your <u>ability to coordinate</u> , you decide to share an example from a group project in one of your classes.				
I was part of a four-member team that was tasked with collecting and testing water samples for several locations around Seattle.	Our team needed to collect a wide range of samples from different locations.	I checked in with my team members to assess their access to transportation and how much time they had in their schedules and coordinated how we could get the widest range of samples.	Based on my efforts, we received a high mark and our instructor specifically praised our team for our wide ranging samples.	In conclusion, I was able to take initiative and work with my teammates to coordinate sample-collecting that would be most effective and efficient.
<i>You try:</i>				

Sample Interview Questions

What is a challenge/weakness you have? How are you currently improving it?

An accomplishment of which you're proud / A time you felt pride or meaning in your work

An experience that helped you realize this was the field for you

How you've dealt with a challenging client, colleague, or peer in the past

A team project in which you had a meaningful contribution

A time you made a mistake, and learned from it

Additional Ways to Prepare

- Schedule a mock interview with the Career Engagement Office
- Pick out what you plan to wear and make sure it is clean and pressed
- Pack the things you want to bring to the interview
- Prepare questions to ask the hiring manager at the end of your interview

Example:

- How do you promote professional development for the person in this position?
- How would you describe the work culture here?
- If I work hard and prove my value to the organization, where might I be in five years?
- How does this position and the department contribute to the overall company mission and philosophy?

PART III: INTERVIEW DAY

- ✓ **Manage your time.** Arrive at least 10 minutes early. Find out how many questions you will be asked and how much time you have, and make sure you don't have to be somewhere directly following your interview (in case it goes long). Take time for deep breaths before beginning and during breaks to help ease yourself.
- ✓ **Dress professionally.** As a general rule, it is better to be over dressed than under dressed and in most cases more conservative than not; but be comfortable and confident. Make sure your clothes are clean, pressed and fit well.

- ✓ **Use positive body language.** Offer a firm handshake, direct eye contact and smile to everyone you meet. Maintain good and open posture, avoid slouching, crossed arms and fidgeting. Smile throughout the interview, it will help you relax and relax those around you.
- ✓ **Listen carefully.** Ask for clarification or feedback when necessary. Note social cues from your interviewer(s) and respond accordingly.
- ✓ **Speak confidently.** Be mindful of your speaking pace, volume and tone. Avoid filler words such as “umm,” “like,” and “you know.” If you encounter a difficult question, ask the interviewer for a moment to gather your thoughts and choose your words with intention.

Part IV: FOLLOW-UP

Follow up after the interview. Write a thank you note to each interviewer. Handwritten is preferable, and try to include a specific detail from your interaction to make it more memorable and meaningful. During the interview find out how long they expect it will be before they get back to you. If more time passes, a polite call or email is appropriate. If you take another position, let them know.

If Given an Offer: Congratulations!

1. It is best to respond with excitement and enthusiasm
2. Ask for the details around salary and benefits
3. After you get the offer, negotiate for any adjustments or specific needs before you accept it
4. It is a good idea to ask for a few days to consider before deciding
5. Consider the following when calculating your counter offer:
 - Will the pay meet your costs and standard of living?
 - Is the offer comparable to similar positions at similar organizations? (You can find salary data online at using the Occupational Outlook Handbook or www.glassdoor.com)
 - What is the added value of additional benefits such as subsidized transportation or parking, retirement & healthcare benefits, wellness programs and flexible schedules?
 - Making a counter offer demonstrates confidence in your worth to the organization and intentional decision making.

If Not Selected:

1. Ask if they are able to offer you feedback on what would have made you a stronger candidate
2. If you are interested in other future opportunities with the organization, let them know and ask about possibilities
3. Stay positive! As Beth Kreitl says *“Rejection is protection,”* and a better opportunity is sure to come if you stay active and motivated in your job search.

