

IN-PERSON INTERVIEW GUIDE

Before

- Research and understand the organization and position
- Know the interview type, agenda, and dress code
- What are the three skills that make you stand out? Conduct a mock interview with a career counselor and utilize Big Interview

During

Arrival: The interview begins when you arrive and doesn't end until you leave.

Introduction: Greet interviewer(s) with a firm handshake and smile, maintaining good eye contact.

Interview Overview: Interviewer may describe position, organization, and interview layout.

Question and Answer: Here is your chance to show the skills you bring to the organization. Be sure to have questions for the interviewer, too.

After/Follow-Up

- Keep track of interviewer(s)' contact information and any other relevant information
- Send emailed or handwritten thank-you letter to interviewer(s) ASAP

Can You Answer:

- Tell me about yourself
- Why are you interested in this position
- Describe a time you organized and planned a major project and what was the result
- Tell me about a time you failed
- What are your strengths and weaknesses
- Do you have any questions for me

Do You Know How to Answer Behavioral Questions?

Situation: Organization, your role, problem/event

Action: What did you do?

Results: What positive impact did your actions have?

Before You Go...

Make sure you have these items!

- Pen and something to take notes on
- Copies of your resume/references
- Interviewer's name and contact information
- SMILE!

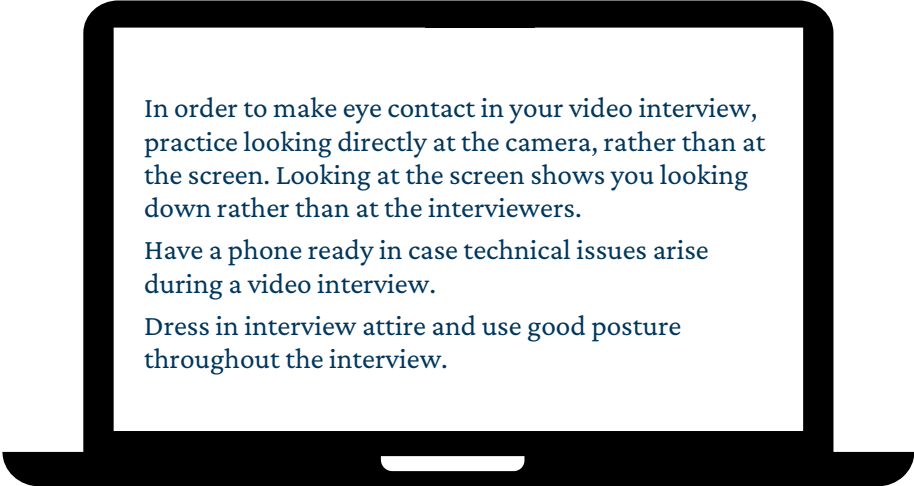


PHONE/VIDEO INTERVIEW GUIDE

This handout gives helpful hints for these specific interviews. Please also consult our interviewing handout for help with interviewing effectively.

Before

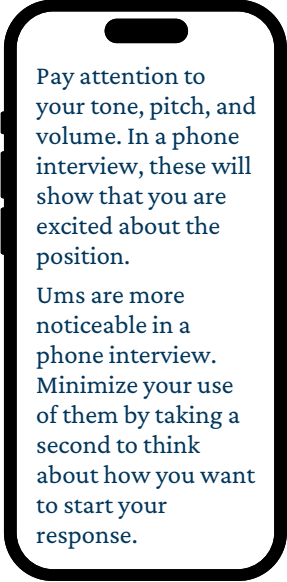
- Ensure that you have a professional voicemail, photo, screen name, and background for video interviews
- Make sure you have a strong internet and phone signal
- Find a quiet place with few distractions
- Confirm the time zone and ask about who will be in your interview
- Keep your resume and references nearby, but don't focus on them during the interview
- Prepare by conducting a mock virtual or phone interview with a career counselor and by utilizing Big Interview



In order to make eye contact in your video interview, practice looking directly at the camera, rather than at the screen. Looking at the screen shows you looking down rather than at the interviewers.

Have a phone ready in case technical issues arise during a video interview.

Dress in interview attire and use good posture throughout the interview.



Pay attention to your tone, pitch, and volume. In a phone interview, these will show that you are excited about the position.

Ums are more noticeable in a phone interview. Minimize your use of them by taking a second to think about how you want to start your response.

During

Arrival: The interview begins when you log on and doesn't end until you leave.

Introduction: Greet interviewer(s) with a smile.

Interview Overview: Interviewer may describe the position, organization, and interview layout.

Question and Answer: Here is your chance to show the skills you bring to the organization. Be sure to have questions for the interviewer, too.

After/Follow-Up

- Phone and video interviews are often used as screening interviews, lasting 20-30 minutes, so before the interview ends, you may ask about the next steps in the hiring process
- Keep track of interviewer(s)' contact information and any other relevant information
- Send emailed or handwritten thank-you letter to interviewer(s) ASAP