



INTERVIEWING TIP SHEET

It's important to spend time properly preparing for interviews so you can best showcase your skills and abilities and make a great impression! Preparation shows you are serious about the job and gives the impression you would do the job well. This tip sheet will guide you through some of the major pieces of interview preparation to help you get started. Schedule an appointment with a Career Consultant for additional advice and assistance.

Research

Make sure to understand the mission, vision, products/ services, and customer base of the company as well as the expectations of the job. Research current market trends in the industry and any current news about the company such as new initiatives.

Practice

Prepare for your interview by practicing interview questions. Practice with a friend or family member, or visit Career Services for a Mock Interview!

Know what recruiters are looking for

Do you have the skills, talents, and experience?

Do you have a passion for this type of work?

Do your values align with the company's values?

Dress for success

Show you are taking the opportunity seriously by dressing to impress. Dress a little nicer than you would normally expect to for a normal day on the job. Avoid jeans, ripped clothing and anything distracting. Visit the Rocket Style Closet for free professional wear!

Need assistance with your interview practice? Meet with Us!

Schedule an appointment on Handshake or stop in during walk-in hours.

The Career Consultants and Career Ambassadors are here to help you be career-ready!

BIG INTERVIEW

Looking for an easy way to practice interviewing 24/7? Big Interview helps you practice and teaches how to make a great impression!

<https://utoledo.biginterview.com>

PREPARING FOR YOUR INTERVIEW

Research The Company

Being familiar with the company and role you are applying for is important. Some things you should research:

- What does the company do? Be familiar with their main products and services, mission, values, and customer base.
- Review the job description/posting, taking note of the key responsibilities and qualifications.
- Check out the LinkedIn UToledo Alumni page to see if you have connections currently working at the organization. Reach out to them to ask for insight and advice on information you might not find online.
- Read company reviews on Glassdoor and visit social media for new updates and current happenings.

Review the Application Materials You Have Submitted (Cover Letter, Resume)

- Review the documents you submitted with your application. Be prepared to answer questions about your resume, cover letter and any information you provided in your application.
- Consider what you would like to highlight from your resume and anything you need to be prepared to address such as gaps in employment.
- Prepare any additional materials you may need for the interview such as presentations, work samples and reference lists.

Practice Interview Questions (STAR METHOD & Big Interview)

There are two main types of interview questions. Traditional and Behavioral.

1. Traditional questions are often straightforward and often ask about your personal knowledge and experiences, such as “What are your strengths?”, or “What computer software do you know how to use?”.
2. Behavioral Questions ask you to recall a time you experienced a particular situation and explain how you handled it. Interviewers use your past behavior to predict future success in similar scenarios.

The best way to answer behavioral questions is the STAR METHOD.

Situation- Where were you and what was the project/task?

Task- Explain what you were responsible for or explain what the goal was.

Action- What did you do to achieve the goal? What actions did you take?

Result- What were the results of your actions? Go in-depth about the results, how they impacted the company, and what you learned from the entire process.

Prepare Questions to Ask

Asking questions shows that you are interested in the position and that you have done your research.

Always have at least 2-3 questions prepared to ask at the end of your interview.

Having backup questions are important in case your questions get answered throughout the interview.

PREPARING FOR YOUR INTERVIEW

Dress Professionally

- Research or ask about professional dress for the interview
 - Visit the Rocket Style Career Closet
 - Plan out your outfit and make sure you have everything clean, pressed, and ready to go.
- TIP: Being overdressed is better than being underdressed – First impressions *do* matter.

Virtual Prep

- Make sure you have a good connection
- Minimize as many distractions as possible
- Test your technology – make sure video/audio is set.
- Have your document files ready
- Log in 3-5 minutes early to your interview
- set up your space: quiet, private, good lighting

In-Person Prep

- Understand parking arrangements
- Plan out your route- construction, traffic, etc.
- Print out resumes and any other materials that you may need
- Bring a notebook and writing utensils, and water if you'd like.

FOLLOWING UP AFTER YOUR INTERVIEW

First thing's first: at the end of your interview ask the hiring manager when you can expect to hear back from them about next steps. This date will help you determine when it's most appropriate to follow up down the line.

- **Thank you Note:** Send a thank-you note within 24 hours of the interview to demonstrate your excitement and appreciation. Mention one specific thing about the interview or what you learned about the organization.
- **The Follow-Up Note-** Ask when to expect to hear back about the job and put a note on your calendar to follow up one week after that date if you still haven't heard back. The content should be like what you wrote for the thank-you note. Express your interest and excitement about the role. Say something positive about the organization and ask if there is any additional information you can provide that would be of use. Tell them you are looking forward to hearing back soon.
- **The Feedback Note-** If you feel like the interview went well, but you aren't offered the job, you can send one additional note to ask for feedback on the interview. Again, you want to be brief. Thank the interviewer once again for their time. Say that you enjoyed the interview process and would like to get some constructive feedback on what you can do better in the future to improve your chances of getting a job.
- **The Exception-** The one time you can reach out in between the interview and the date the hiring manager gave you is if there is a significant change in your situation or portfolio.

SAMPLE INTERVIEW QUESTIONS

The “Tell Me About Yourself” Question

- Talk about your current job and responsibilities
- Explain what your future goals are
- stay within a two-minute timeframe

Competency-Based Interview Questions

- What is the most challenging decision you have ever made at work?
- Have you ever received negative feedback from a manager, employer, or coworker? How did you handle it?
- How have you contributed to the improvement of a team's overall performance in the past?

Behavioral/Situational Interview Questions (STAR METHOD)

- Tell me about a time when you...
- How do you prioritize projects under pressure?
- Talk about a situation when your team members disagreed with you. How did you handle it?

Opinion/Personal Interview Questions

- Tell me about yourself.
- What are your greatest strengths and weaknesses?
- Why are you leaving your current job?

Questions You Can Ask During an Interview

You always want to have at least 3 questions ready to ask the interviewer at the end of your interview. Remember, you are interviewing the company just as much as they are interviewing you.

- What are your expectations for me in this role?
- What can I do in the first 30 days to be successful in this role?
- What are the biggest challenges that I might face in this position?
- What are the company's plans for growth and development?
- Is there anything I clarify for you about my qualifications?

Questions to Avoid in an Interview

- Avoid asking about salary and benefits too early in the process
- Refrain from asking something that you could've found out in your research ahead of time

It's important to remember that the interview is a two-way process and is your opportunity to find out whether you feel the role and the company are right for you. Good luck!