

Interviewing Guide

Types of Interviews

Traditional, In-person, Solo Interview

Arrangements are made to meet and sit down one-on-one with the interviewer. You are asked a series of questions based on your experience and the position.

Phone Interview

Much like the traditional interview except it is over the phone. The interviewer will not see you, so your enthusiasm will be interpreted by voice only. You are expected to be professional and in a quiet setting.

Video Interview

Much like the traditional interview except it is over a virtual platform, like Zoom, Skype, etc. You are expected to dress professionally and be in a quiet setting.

Be aware of your body language during the interview!

Group Interview

You are interviewed with two or more candidates at the same time, either in an office or on a virtual platform.

Panel Interview

Can be in-person or virtual. You may be interviewed by one or more of the hiring team members.

Case Interview

Varies by organization. You may be given a specific problem to solve and analyze.

Tech Interview

These may be in-person, virtual or by phone. The process may involve testing your coding and problem-solving skills. Some application processes include an offline assessment or independent project.

Recorded Interview

Companies may send you a link to previously recorded questions that you must answer. The questions may have a time limit (two to six minutes) and must be submitted by a specific deadline. **You may be allowed one or more attempts, so read the instructions carefully before recording your answer.**

Interview Preparation

Check Your Tech

For phone and virtual interviews, be sure all of your technology is ready to go prior to your interview. If the interview is on Zoom, Teams, or a similar platform, be sure to have the software downloaded and attempt at least one login before the day of your interview. **Make sure to test it out with a friend or someone from the Office of Career Services to resolve any technical issues beforehand.**

A quiet space is important, but so is your internet connection. Make sure you check out the space you plan on using to ensure you do not have any trouble connecting to the internet or establishing a cellular signal. If you are in your room, make sure it is clean.

What to Wear

Business attire is recommended for in-person and video interviews.

Dress for the job you want! Dark or neutral colors are suggested. **Business professional attire, like pant suits or skirt suits are highly recommended.** Make sure your clothes are clean and ironed and your shoes are polished; you want to impress the interviewer. If it is an on-site interview, be aware you may get a tour, so wear comfortable, suitable shoes.

Select attire that makes you feel confident. Avoid wearing heavy scents that may cause allergic reactions in others. Make sure your hair and nails are groomed, and do not chew gum.

Gather Your Materials

Virtual Interview

Have your resume in hand. If there is a request for it, have a PDF version on your desktop so you can send it to them immediately. Make sure you have a pen and paper handy in case they share important information.

In-person Interview

Interviewers should have your resume already, but it doesn't hurt to take a couple of copies to your interview. If you have photos of projects, you can bring those as well.

Whether in-person or virtual, make sure to have water nearby—you'll do most of the talking!

Interview Practice

Elevator Pitch

Practice your pitch. Prepare a 30-second to two-minute pitch that summarizes your professional background, skills and interests. When asked, **“Tell me about yourself,”** this pitch can create a smooth start to your conversation. You can include the following information:

- Name, class level, major, opportunities you are seeking, relevant experience, highlights of skills and strengths (tie these to what the position calls for), knowledge of the company.

This is a great way to introduce yourself in a concise way.

Think big picture. You still have the rest of the interview to discuss details further.

Have your resume available so you can refer to it in case you forget to mention a past experience that may be pertinent.

Possible Interview Questions

- Tell me about yourself. (Keep answers short and simple.)
- Why do you want to work for this company?
- Team – Tell me about a team project on which you worked.
- Leadership – Tell me about a time when you demonstrated leadership skills.
- Conflict – Tell me about a time when you experienced a conflict at work or on a team project.
- Problem Solving – Describe a situation in which you solved a difficult problem.
- Failure – Tell me about a time you made a mistake. What did you learn from it?
- Do you have any questions for me?

Interviewers will ask you questions to learn about your career competencies. The Top 10 career competencies are:

1. Problem solving skills
2. Ability to work on a team
3. Communication skills (written)
4. Communication skills (verbal)
5. Strong work ethic
6. Analytical/quantitative skills
7. Leadership
8. Initiative
9. Detail-oriented
10. Flexibility/adaptability

Practice Thoughtful Responses

CARL Method: Behavioral interview questions are intended to help employers understand your likely future behavior based on specific experiences from your past. Answering these questions takes preparation as the answers need to be specific and concrete. Practice using the CARL method to highlight relevant experiences from your past.

Context: Describe the situation and objectives.

Action: Explain your specific actions.

Result: Highlight: outcomes, goals achieved, accomplishments, savings, etc.

Learning: What did you learn that you will utilize in future positions?

At the End of the Interview

Usually the last question you will be asked in an interview is if you have any questions for the interviewer. Your answer should always be “yes!” **Have at least two questions prepared for any interview.** Examples:

- What do you think a person in this position will enjoy the most about working here?
- What traits/skills are you looking for in an ideal candidate?
- What have past employees done to succeed in this position?
- How does the company support employees’ professional development?
- What are some of the short- and long-term company goals that this role can help with?

Thank the interviewer(s), and let them know that you would be happy to connect with them afterward by email. Ask how you can communicate with the interviewer (by email, through LinkedIn, etc.) to follow up.

Strive to make a great lasting impression!

Consider making an appointment with a staff member to address questions you might have about an upcoming interview, or schedule a mock interview prior to the important date.

Interview Do's and Don'ts

When the recruiter calls/emails and asks you if you are interested in interviewing, ask, Will this be a panel or individual interview? Who will I be meeting with during the interview? Should I prepare any materials or a presentation for this interview?

Do

- Speak clearly and audibly, and use the position or company name throughout the conversation.
- Repeat questions to ensure you are understanding correctly.
- **Find a quiet space.** If you do the interview in your dorm, make sure roommates and suitemates know you are doing an interview.
- Dress professionally. Dress the part.
- Have a pen and paper available in case they ask you to solve a problem or to help you note what is being said, remember a comment you want to make or jot down a question you want to ask.
- Remain professional throughout the interview/conversation.
- If the internet goes out, stay calm and reconnect as soon as possible. Once you're up and running again, briefly apologize, then continue with the interview.
- Have a cheat sheet by your side if it's a virtual interview. It's always helpful to have notes on the position and the company so you can refer to them. The recruiter will be impressed because they know you did the research and took the initiative and effort to prepare for the interview.

Do not read directly from your notes. The interviewer(s) will be able to tell, and you may seem inauthentic.

- Talk about experiences that excite you! It's okay to pause, reflect and then answer the question.
- **Practice, practice, practice!** Talk in front of a mirror or record yourself. You'll be able to see how you express yourself when describing your answers.
- Have two or more questions prepared for after the interview. When you have no questions, you'll seem unprepared and/or uninterested in the position and company. Put in the extra effort. It helps!

Don't

- Don't use slang, obscenities or personal references.
- Don't mumble or speak too fast.
- Don't interview in noisy environments. Remember, your environment is a reflection of you and how dedicated you are to this interview, position, job and company.
- Don't wear casual clothing, jerseys, sports shirts, sweaters with slang, etc.
- Don't bring up compensation unless the interviewer brings it up first.

