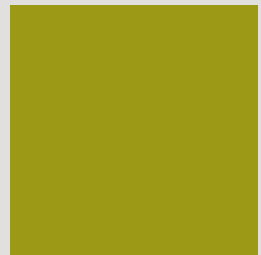
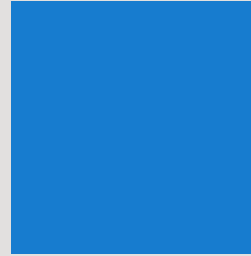
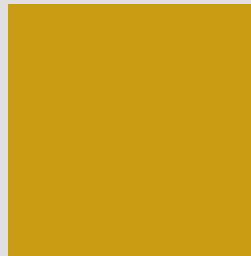
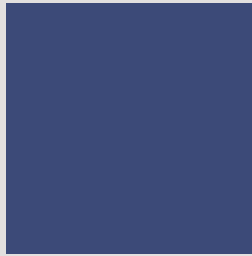
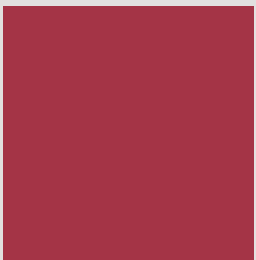


# Interviewing Guide








J. Eugene Smith Library, 1st Floor

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The Office of Career Success  
*A Division of Academic Affairs*

-  **Types of Interviews**
-  **Preparing for Interviews**
-  **Post Interview**
-  **Common Interview Questions**
-  **Offered & Accepted**
-  **Internship Alternatives**
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# Types of Interviews

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## Screening/Initial

- If the employer has identified a larger number of qualified candidates, they may choose to conduct an initial round of screening interviews.
- Often these are conducted over the phone and last 20 to 30 minutes.
- Because you won't be seen, it's important to have a positive attitude, good energy and a strong speaking voice with good tone and inflection.

## Video

- Video interviews were not as common pre-pandemic but became the go-to method of interviewing and will likely remain a viable option for many employers.
- Video interviews allow for a geographically diverse pool of candidates, so interviewing for jobs outside your immediate area becomes easier.
- Prepare for a video interview the same way you would for an in-person interview.
- Do a trial run with a friend or family member in the space you plan to use so they can give you feedback on any distracting or inappropriate background materials in your space. You can also check for lighting.
- Be sure to dress as you would for an in-person interview.

## In-Person

- In-person interviews are a good sign the employer considers you one of their top candidates for the role.
- Be sure to prepare in advance for your interview.
- The in-person interview could consist of one of several different formats:
  - 1-on-1 interview with the individual who will likely serve as your immediate supervisor
  - Committee interview with a small group of employees of the organization each participating in the interview process.
  - Hybrid, where you meet with a committee and then individually with your immediate supervisor, or the head of the department or organization.

# Preparing for Interviews

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## Do Your Homework!

- No matter the type of interview you participate in, always do your homework and be prepared.
- If you haven't already, research the company—review their website, read their mission statement or operating plan. Have a general understanding of what they are all about.
- Search them out on social media, know if they are engaged in the local community and what that consists of.

## Self-Assess

- Review the resume you sent for the position you are interviewing for and remind yourself of what you featured within it.
- Know your strengths and be prepared to give examples of how you have used them either in the workplace, a volunteer activity or in the classroom.
- Know your weaknesses and be prepared to discuss the action steps you have taken to improve in those areas.
- Be prepared to give a solid answer to why you want to work in the role and for the company.

## Know Where You Are Going

- If it's a phone interview, make sure you know if the company will be calling you, or if you need to call a designated call-in number.
- If it's a video interview, be sure you have the meeting link and the software for the platform they are using downloaded on your device. Do a trial run to make sure everything is working.
- If it's on-ground, be sure you have accurate driving directions. If it's practical, drive the route prior to the day of your interview to make sure you know how to get there and how long it will take.

## Attire

- The pandemic has changed many practices in the working world, including a loosening of dress codes. However, we always encourage being overdressed to underdressed for an interview.
- In most cases, in-person interviews require business professional attire--- meaning a suit or similar outfit.
- Video interviews should merit the same type of attire.
- Phone interviews don't allow for the visual image but dressing the part, at least business casual, will help you remain focused on the fact it's an interview.
- Don't overwhelm with jewelry, especially large pieces that could be distracting.

## Distractions

- Eliminate all distractions for phone and video interviews. Power off your phone and any other electronics you aren't using for the interview.
- Make sure your roommates (human or pet) are not interrupting your interview.
- Be aware of your surroundings—what's on your walls and visible to the interviewer if on a video call.

## Etiquette

- Be early! If it's a phone interview, be waiting by your phone for the call. Video interviews, log-in 5 minutes early, better to be sitting in the waiting room than make them wait. In person, plan to arrive 10-15 minutes before your scheduled interview time.
- Use active listening skills to focus on the questions being asked of you, it will help you to be on-point with your answers.
- Taking a brief pause to think over the question asked before answering is also okay. It shows your critical thinking skills in action.
- Don't talk over your interviewer(s); sometimes this is tough on a phone interview but do your best. Be comfortable with brief moments of silence to be sure the speaker has finished.
- It is okay to ask the employer when they hope to finalize the search and make an offer if they don't share that information with you.

# Post Interview

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## Reflect

- Breathe! You made it through.
- Take time to reflect on your interview and the answers you gave. Did you fail to mention something you feel the interviewer(s) should know?
- Make note of what you can do to improve your next interview—listen better; speak slower, ask clarifying questions.

## Follow-up

- Send a thank you email to the person(s) you interviewed with.
  - Express your appreciation for their time and consideration.
  - Reaffirm your interest in the position and why you are a good match for the job.
- Did you identify something in the reflection stage you wish you had shared? Your follow-up email gives you the opportunity to do that.
  - In reflecting on our conversation, I realized I failed to mention.....
- Did the interview change your mind about the role? Are you no longer interested? Be courteous in your note and let the employer know you wish to withdraw from consideration.

## Be Patient

- We know waiting to hear about your interview and the decision of the employer is challenging.
- Give the employer time to finish the process and reach out to you with the result.
- If the deadline the employer shared with you has come and gone, you can reach out to see if there was a delay in the interview process.

# Commonly Asked Questions

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## About You

- Tell me about yourself.
- Why did you choose your major/field of study?
- How has your time at Eastern prepared you for this job and the workforce?
- What are your strengths? (Include examples of how you have used your strengths!)
- What are your weaknesses? (Share the steps you are taking to improve.)
- What are your short-term career goals? (They may ask long-term goals.)
- Do you plan to continue your studies?
- How do you handle pressure (conflict, failure, success)?
- What has been your most rewarding experience? (What accomplishment are you most proud of?)
- Why should we hire you?
- What makes you different from the other applicants?

## About Them

- What do you know about our organization/company and the work we do?
- Why do you want to work for us?
- What do you know about the community we are located in?
- How will you help us to be more successful?

## Behavioral

- Give me an example of a time when you used sound logic and reasoning to solve a problem.
- Tell me about a time when you had too many things to do and you had to prioritize your tasks and the logic you used.
- Give me an example of a time you worked as part of team to complete a task or assignment and what role you played.
- Give me an example of time you were able to successfully meet your goals or a set of goals that were set for you.
- Give me an example of a time you tried to accomplish a task but failed.
- Share with me an example of when you had to conform to a policy with which you did not agree.
- Tell me about a difficult decision you have had to make within the last year.
- Give an example of a time when you dealt with a difficult/upset customer or co-worker/group member and how you handled it.
- Give me an example of a time you motivated others.
- Describe a time you anticipated potential problems and developed preventative measures.



# Questions You Could Ask

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## About the Position

- How would you describe a typical work day or work week?
- What are your expectations of the person you hire for this role?
- Can you share with me why the person previously in the role left the position?
- What is your company's performance evaluation policy?

## About the Company

- How has the pandemic impacted the company and what were the biggest challenges you faced?
- How often do you review your mission and objectives?
- What changes do you see ahead for the company?
- How would you describe your company culture?

## Education/Training

- Do you offer in-house professional development opportunities?
- Do you have professional development funds available for attending conferences and workshops?
- Does advancement within the company require an advanced degree, and if so, do you offer tuition assistance?

## Other Questions

- What do you like best about working here?
- What qualities are most important to you in the people you hire?
- Are there any questions about my qualifications that I might further clarify for you?
- What is the next step in the search process?
- When do you anticipate making your hiring decision?

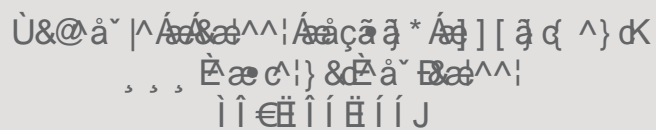
# How To Connect With Us

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