

# Preparing for that Interview

# 5 steps to get you started

Review the Job Description



Research - Research - Research



Consider Why You Want the Job



Practice Common Interview Questions



Conduct a Mock Interview



# The Job Description

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Use it to prepare

# Use the Job Description as a Guide

## Make notes about how it fits

- ▶ Make note of the required qualifications: education level, years of experience.
- ▶ Note the personal qualities the employer is looking for in an ideal candidate.
- ▶ What kind of professional ‘background’ is preferred?
- ▶ Look for specifics like supervision of staff, presentations, or typical work hours.
- ▶ Get a feel for the role of this position in the bigger company.

# Research Research Research

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Look into the past, present, and future of the company.

# Research the Company

**Jot down any questions you have based on what you see.**

- ▶ **Company's Vision and Mission**
  - ▶ Do they align with your values?
  - ▶ Do these fit with your goals?
- ▶ **Company's history**
  - ▶ Understand origins and how it connects to current day operations.
- ▶ **Employer's current website**
  - ▶ Explore the website to gain awareness of scope of work.

# Research the Company

**Jot down any questions you have based on what you see.**

- ▶ Be aware of industry trends and where the company is with them.
- ▶ Familiarize with Social Media posts
  - ▶ Build awareness of community engagement, activities, and celebrations.
  - ▶ Follow on Facebook, Instagram, etc.
  - ▶ Ask friends and family about the company.
- ▶ Look for latest press releases.
  - ▶ Pull up public facing information.

# Consider the Why?

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Why do you want this job?



# Consider Why You Want the Job

## Why do you want this job?

- ▶ Mission aligns with personal values.
- ▶ The position matches career goal.
- ▶ Appreciate the company's leadership.
- ▶ Engages with the community.
- ▶ The work environment and culture match personal needs.
- ▶ Pay range is appropriate.
- ▶ Ability to grow and learn with the job.

# Consider Why You Want the Job

## Why are you qualified for this job?

- ▶ You have the experience, education, and skills needed.
- ▶ If it's a new direction, think about how your experience and skills align with those required.
- ▶ Think about specific examples of how you fit the description.
- ▶ Examples of what you offer the company.



# Practice Questions

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Common Interview  
Questions

# Practice Common Interview Questions

## Type 1 -

### PERSONAL Interview Questions

- ▶ 1. Tell me about yourself.
- ▶ 2. What are your strengths? Your weaknesses?
- ▶ 3. How do your friends describe you?
- ▶ 4. What do you do in your spare time?
- ▶ 5. Tell me something about yourself that is not on your resume?

# Practice Common Interview Questions

## Type 2 - Experience Interview Questions

- ▶ 1. Describe what excellent customer service means to you.
- ▶ 2. Describe a situation in which you have demonstrated initiative.
- ▶ 3. Describe a situation that did not go exactly as you planned and how you handled it.
- ▶ 4. Describe a time when you tackled a tough or unpopular project/assignment.
- ▶ 5. Describe a leader you admire.
- ▶ 6. Give a specific example of a problem you have recently encountered and how you resolved this.
- ▶ 7. Give a specific example of when you dealt with an irate customer or peer. How did you handle this situation?

# Practice Common Interview Questions

## Type 3 -

### Company and Industry Knowledge Interview Questions

- ▶ 1. What do you know about the company?
- ▶ 2. Why do you want to work for this company?
- ▶ 3. Why do you want to work in this industry?
- ▶ 4. What can you contribute?
- ▶ 5. What qualifications do you possess that will make you successful in this field?

# Practice Common Interview Questions

## Type 4 -

### Career Goal Interview Questions

- ▶ 1. What aspects of your job do you consider the most crucial?
- ▶ 2. What are your long-term personal and professional goals?
- ▶ 3. Where do you want to be in three years? Five years? Ten years?
- ▶ 4. What are your plans for continued education?
- ▶ 5. What is the most important reward you expect from a job?

# Schedule A Mock Interview

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Give it a dry run with friendlies 😊



# Schedule a Mock Interview

## Why are Mock Interviews strongly recommended?

- ▶ 1. Mock Interviews allow low stakes practice.
- ▶ 2. Provides self-evaluation for improvement.
- ▶ 3. Career Center staff will give feedback and help you craft answers.
- ▶ 4. You will get a feel for the timing and pacing of answers.
- ▶ 5. The more you do it, the more comfortable interviews will become.

# PC Career Center - We've Got You Covered!

## We can help you:

- ▶ Choose a degree/career path
- ▶ Transfer to a University
- ▶ Job Search Strategies
- ▶ Networking Approaches
- ▶ Write a Resume and Cover Letter
- ▶ Interview Preparation
- ▶ Mock Interview Practice

## Make an appointment:



Or Visit Drop-In Wednesdays

10 am - 1pm

Student Services Building (D) across  
from Pirate Central