

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

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

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?

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

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

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