



# WHAT TO KNOW ABOUT INTERVIEWING

## BEFORE THE INTERVIEW

- When offered the interview, ask for the names and titles of your interviewers.
- Ask approximately how long the interview is expected to be.
- Practice, practice, practice! Review your resume and work history. Make sure you are prepared to answer a variety of questions!
- Make sure you do your research and know information about the position and the company. Show your interest!
- Consider doing a dry run beforehand. Get up, get dressed, drive to interview location, etc.
- Find a business professional outfit.
- Arrive early – but not TOO early.
- The interview lasts from the time you pull into the parking space to the time you pull out of the parking space.

## DURING THE INTERVIEW

- First impressions are key! Smile, make good eye contact, offer a firm handshake, and greet the recruiter using his/her name (e.g., Mr./Ms./Dr.)
- Be a good listener!
- Don't sit down until you are invited to do so.
- Avoid criticizing others and oversharing or being too personal.
- Be positive, friendly, confident, and enthusiastic (but not gushy, fake, or arrogant).
- Maintain direct eye contact during the interview.
- Answer questions with examples of specific circumstances, action, and results achieved.
- You may find that you are talking about 75% percent of the time. Be careful not to ramble, watch your grammar and avoid jargon, colloquialisms, slang.
- If you aren't sure what the employer is asking, feel free to ask for clarification, and take time to think before you answer.

## AFTER THE INTERVIEW

- FOLLOW UP! Send each interviewer an individual thank you note via e-mail or U.S. mail (or both).
- Make reference to specific things you discussed in the interview or during your conversation. Or use the thank you to reinforce: key points that sell you, your interest in the position, something you failed to share during your interview but should have.
- Request a connection via LinkedIn.
- If you haven't heard from them after the time frame that they provided at the end of your interview (your last question should always be, "When can I expect to hear from you?"), call or e-mail to check on the status of the position and reiterate your interest.

## QUICK TIPS



*Be yourself! Be authentic, upbeat, focused, confident, candid, and concise. Let your personality shine through.*



*Arrive on time (that means 10-15 minutes early), relaxed, and prepared for the interview.*



*Speak slowly, avoid 'um' and 'like', and use examples. Remember, at its most basic form, interviews are a conversation.*

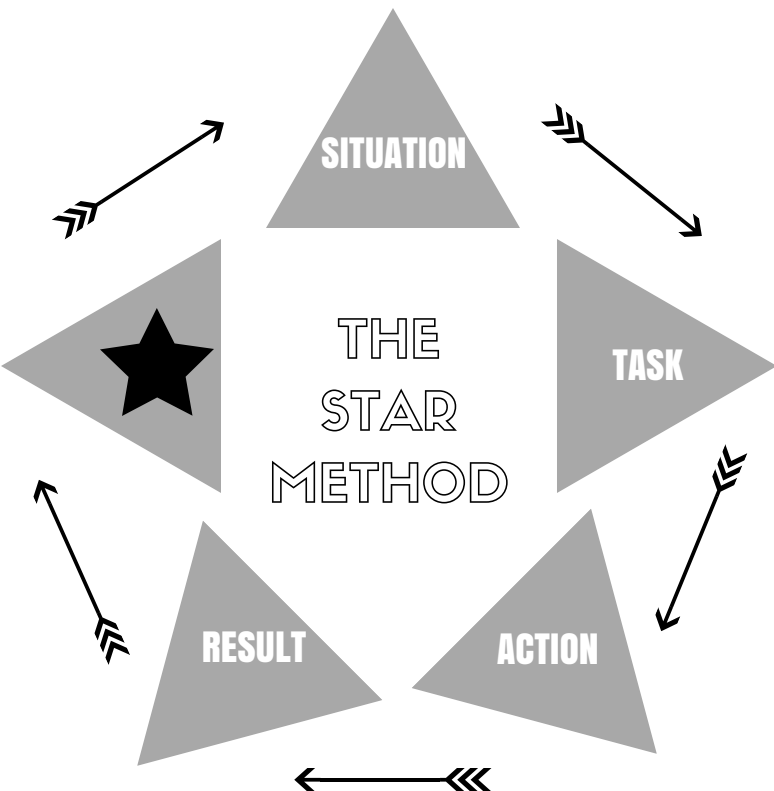


*Be prepared. Have extra copies of your resume, notify your references, update your LinkedIn. Come with examples and stories that not only tell the employer you are good at something or have experience but also show them exactly what you have done!*

# HOW TO ANSWER

## BEHAVIORAL BASED QUESTIONS

***Behavioral interviewing is a common style of interviewing frequently used by recruiters. Because past performance is the best indicator of future performance, the employer may ask open-ended questions about how you reacted in particular situations. Use the STAR Method to knock those questions out of the park!***



### **PREPARE**

Practice! Think of stories and examples that best demonstrate suitable behavior.



### **SITUATION**

Describe the situation you were in. Provide some context!



### **TASK**

Share the the task or problem for which you were responsible.



### **ACTION**

What did you do? Discuss the specific action(s) that you took.



### **RESULT**

What happened? Wrap up by explaining the results of your actions.

## QUESTIONS YOU MIGHT EXPECT IN AN INTERVIEW

- Tell me about yourself.
- Why did you choose to attend IUP?
- Why did you choose to major in \_\_\_\_\_ ?
- What are your strengths? Weaknesses?
- What courses did you like best? Least? Why?
- What are your career goals?
- What future training do you plan?
- What do you know about our organization? Why did you choose to interview for this position?
- What skills, training, and experience do you have that qualify you for the position?
- Which job did you like best? Why?
- Have you had any supervisory or administrative experience? Please tell me about it.
- What motivates you?
- How do you motivate others?

## QUESTIONS YOU MIGHT WANT TO ASK

- What kinds of assignments might I expect during the first six months on the job?
- How is success in this job measured and rewarded?
- What is the largest single problem facing your staff or organization currently?
- In what ways is a career with your organization better than one with your competitors?
- Is there a lot of team/project work?
- What qualities are you looking for in the candidate who fills this position?
- Do you have any concerns about my candidacy for this position?
- Are there any questions for which I could provide more information?

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