

INTERVIEWING TIPS

Interviewing can be stressful as you are meeting new people while talking about your experience and skills. Below are a few suggestions to guide you toward a successful interview.

Be Prepared

Research the organization to help you decide if you are interested in the organization. Your research will also provide important information to refer to in your interview.

Reflect on your unique strengths and the past experiences where you used them successfully.

Practice

- It is important to practice answering interview questions aloud.
- Practice will help you communicate comfortably, confidently, and concisely.
- Listen to the question — the most well-prepared answer will fall short if it does not answer the question being asked.

Give examples

- Include concrete, quantifiable information.
- AVOID generalities! Think of your examples as short, informative stories.
- Be concise; generally, you will have 2-3 minutes for each question in most 30-minute interviews.
- Be clear about your role in your example.
- Use the STAR technique as your guide to convey examples.

A positive impression is important

- Dress appropriately for the organization (office attire or business casual).
- Be confident.
- Sit upright.
- Arrive 10-15 minutes before your interview. The extra time can be used to visit the restroom, check your attire, and calm your nerves.

STAR Technique

A guide to providing concise examples to answer questions

Situation Explain the background for your example

Task Describe the problem, assignment, or project

Action Review the specific steps you took to complete the action

Result Explain the outcome or finished product



Follow up with a short thank you note or email to let the organization know of your continued interest.

Remember — If you aren't successful the first time, stay positive and consider every interview an opportunity to improve your skills!