CONGRATULATIONS!
They liked you and swiped you right!
You landed a date for the interview!

Eeeeek! Now what?
Yes, we are trying to add some humor to what can otherwise feel a bit of a daunting process but actually interviewing for a job is really not that far off from dating!

Think about it, what both you and the employer are doing during this interview is trying to find out if you are a good match and you want to take it further!

IT’S JUST AS MUCH ABOUT YOU AS IT IS ABOUT THEM
You are not trying to “market” yourself or sell yourself to a half-interested employer. You are trying to answer your own questions of whether you see yourself working for them.

Likewise, the employer is trying to find out if you are a good fit. They are wondering what it would be like working with you and if you have the necessary skills, knowledge and experience.

If you look at the interview from this angle you can see that it is a mutual process of discovery and data gathering. Be authentic.

Remember an interview is not a test. You are not the only one fearing not to be chosen, also the employer fears making the wrong choice and investing in the wrong match while potentially leaving behind better options!

TYPES OF INTERVIEWS
- **ONE-ON-ONE**: Where you will exchange questions with one person for a set amount of time
- **PANEL**: There are several people from the organization interviewing you
- **SUCCESSIVE**: Various One-on-One interviews
- **GROUP**: The organization interviews various candidates for the position at once
- **TRADITIONAL**: You get asked a series of questions based on the job requirements and your resume
- **CASE INTERVIEW**: You are given a case or a problem and expected to come up with a solution or recommendation
- **BEHAVIORAL**: You are asked questions based on past behavior as an indicator of future behavior. For example - “Tell me about a time when...” If this is the case - use the S-T-A-R Technique below!

YOU ARE A S-T-A-R
- **S – SITUATION**: outline the relevant situation
- **T – TASKS**: discuss the various tasks involved
- **A – ACTION**: detail the actions you took to resolve the situation
- **R – RESULTS**: speak to the results you witnessed and/or achieved
- “L” share what you LEARNED if the scenario did not turn out as you anticipated

Always, always, always
BRING printed copies of your resume & cover letter
&
SEND a follow-up handwritten Thank You card

See flip side for an Interview Preparation Guide & potential questions from employers
ALLSTAR INTERVIEW PREP

Spruce it Up! Take care of your appearance and personal habits. You want to look good and convey confidence and self-care. There's no way around it; unappealing clothes and not so good personal hygiene are a turn off.

Do your Research. Research the organization before going in - just as you would scour social media before a potential date. No, it's not creepy! Your knowledge of the organization will be appreciated during the interview and they will be impressed by your effort and research.

Ask Questions. Think of questions you want to ask before you leave the interview. This is a chance to STANDOUT! Show off your curiosity, enthusiasm and your research. Ask questions that leave them thinking about you long after you're gone!

The 50/50 Rule Stick to the 50/50 rule. That means half the time the employer talks and half the time you talk. This usually works well for every date, right? And research shows that people who adhere to this rule are the most likely to be hired.

The 20/2 Rule Answer the questions in a concise manner. Research shows it's best to address each question between 20 seconds and 2 minutes! Have a general sense of the time frame you have and to leave space for a full conversation.

Start Strong! Lead from your strengths not your fears. See yourself as the solution to their problem. What are you bringing to the organization that will match their needs and make you an asset? For an assessment of your strengths you can use the free survey at www.viacharacter.org or invest in a more thorough version at www.strengthsquest.com

Prove It! Bring evidence if you can. Showcase time! This can be a digital or printed portfolio, a case study, testimonials, or a previous project, etc.

Keep it Clean. Be sure not to bad-mouth your previous employer during the interview. Try to show courtesy no matter what the circumstances of the previous “break-up”.

DRUMROLL...

Now for the fun part!

Do not spend hours trying to memorize "good answers" to potential questions. It can sound robotic and inauthentic. Spend some time asking yourself the questions below - find your inner truth and be in dialogue with them from that place. As you can see it is a mutual process of discovering if you are a good match rather than a test. And not too far off from dating!

Why YOU?

- Why are you there? Why have you chosen to meet with them rather than other employers?
- What makes you apply / want this particular job?
- What can you do for them? Will you be part of the solution or the problem?
- What skills, knowledge, experience, character strengths do you bring to the organization?
- What kind of person are you? Are you easy to get along with? Will you be a team player? Will you fit with their company culture and align with their values?
- What makes you stand out from the crowd of applicants with similar experience?
- What is the added value you bring? Commitment, passion, high standards, willingness to go the extra mile?

Why THEM?

- What does the job involve? What would it be like to work in this particular position?
- What kind of tasks will you be expected to carry out? Do they sound interesting to you or are you bored just hearing them mentioned?
- What are the skills required? Do you really have what it takes to do the job well or are you setting yourself up for failure?
- Is this an organization you would like to work for? Do you share their values and mission? Do you see yourself working alongside them and thrive in this environment?
- If you like each other and decide to work together will they be supportive of your unique gifts and talents?
- Will this be an environment that supports your professional growth, and will you be appreciated for your commitment?

Be on the Lookout!
The Office of Career & Life Development offers Interviewing workshops & 1:1 mock interviews.