

INTERVIEWING 101

#1 Rule to Remember . . . Be Authentic . . . Always!

TYPES OF INTERVIEWS & TIPS!

- **TIP:** Do your research! No matter what type of interview, do research on the company and even some research on the people you are interviewing with. Maybe you have something in common you've seen on the interviewer's Facebook page. You can throw that common interest into your "Tell me about yourself" interview question. It's all about building rapport in an interview, as that is how they can tell if you'd "fit" with their organization.
- **Phone:** Make sure you have a quiet place to call where there will not be any outside noise (i.e. trains/cars, animals, roommates). You can have note cards to prompt you if you get stuck on a question. Fluctuate your voice and show enthusiasm—as phone interviews can often fall flat if you have a monotone or quiet voice.
- **Virtual (i.e. Skype, Zoom):** Double check that your webcam and microphone are working properly in advance. Use a desktop computer, if possible, instead of a laptop for a stronger connection. Look at the webcam, not at yourself; this will ensure you have good eye contact with the interviewer. Dress professionally from head to toe – you may be asked to stand up and demonstrate something!
- **In-Person:** Plan ahead and arrive approximately 10 minutes early. Be courteous and friendly to everyone you engage with. It's okay to take a moment to reflect on the question before you answer, or repeat the question so that you understand it before you begin. Dress professionally and don't fidget! Leave your cell phone in the car!

INTRODUCTORY STAGE

- Interviewer establishes rapport while determining their "first impressions" of you based on your initial greeting, introduction, handshake, appearance, and demeanor.
- Interviewer may give a brief overview of the interview and the time they have allotted for the interview.
 - Have extra copies of your resume with you in case they need it (although most already have copies).
- Interviewer may provide you with a brief description of the position and company.

Q&A STAGE

Many job seekers find this stage to be nerve-wracking, so it is important to keep things in perspective. Remember, the one subject matter that you should be most familiar with is YOU! In this stage, you are simply taking that knowledge of yourself and presenting it to the interviewer(s) based on the knowledge you acquired of the position, company, field, and industry. The employer is primarily looking to evaluate you in relation to the position, the company culture, and their present and future needs by asking questions that:

1. Expand upon the information you submitted via your resume/CV.
2. Uncover your true strengths and core attributes.
3. Determine how your education, skills, abilities, past performance and experience relate to the open position, the department you would be working within as well as the company as a whole.
4. Use examples! Tell a story and refer back to how that experience fits with the position you are applying for. Don't just say you are innovative, but use an example of how you designed, implemented and executed an innovative project!

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COMMON INTERVIEW QUESTIONS TO PREPARE FOR

Tell me about yourself:

- Focus on what would interest the interviewer by giving a summary of your strongest selling points in relation to the position/company.
- Speak for approximately 2-3 minutes on this opening statement.
- Highlight your most important accomplishments.
- Use a timeline to keep you on track. For a recent college student/graduate example: Where did you grow up? What were you involved in then? What led you to UND and your major? What have you done while at UND (internships, clinical/field experiences, research, notable projects, clubs/organizations, volunteer)? Include something unique about yourself (e.g. "I enjoy rock climbing and recently traveled to Haiti for a mission trip."). End with a thank you ("I'm really excited to be here and thank you for this interviewing opportunity.").
 - o Only touch on these experiences as you may use examples of them in depth later in the interview.

What is your greatest strength? Highlight a proven skill related to the role you are interviewing for and give an example of how you demonstrate that skill. It is ok to be proud of yourself...just not full of yourself. There is a difference.

What is your greatest weakness? Talk about a skill you are already developing or have already overcome. Remember, a weakness is only a weakness when it isn't recognized. Turn a negative into a positive!

Why should we hire you? Explain why the position interests you, what you bring to the role, and offer any insight that shows you understand the uniqueness of the company or industry. Don't compare yourself to other candidates.

Tell me about a time when... Use the STAR approach to provide a well-rounded answer that describes the situation or task you faced, the action you took, and the result of that action. Tie it back into the job you are applying for and how it relates!

CLOSING

After the interviewer has asked questions of you, you will be given the opportunity to ask questions. Have 3-5 questions prepared which may include ones like:

- What are the strengths of the organization or department?
- What kind of orientation and training is available to new employees?
- In what areas of the organization do you expect growth?
- What are your expectations of the person in this position?
- What do you personally enjoy the most about working here?

CONCLUSION

The interviewer will:

1. Explain the next steps of the hiring process.
2. Request additional needs such as your references (have them with you!).
3. Explain when they look to make a decision and inform you of how you will be notified of their decision.

PROMPT FOLLOW-UP

Promptly follow up with the additional material requested of you and within 24 hours express your appreciation with a handwritten or emailed thank you note.