

'YOU' in INTERVIEW – Hot Tips

Before your interview:

- Research the company
- Learn about the position
- Identify your three best selling points
- Prepare answers to possible questions
- Prepare success stories
- Arrive early

Usual interview structure

- Establish a friendly relationship
- They ask you
- You ask them (this is very important!)

Do this:

- Maintain eye contact
- Sit up straight
- Maintain open body language (don't cross your arms!)
- No fidgeting!
- Bring notes if you want them

Don't do this:

- Make negative comments about previous employers
- Exaggerate
- Discuss personal problems

Preparing stories using the STAR method

- S – Situation
- T – Task at Hand
- A – Action
- R – Result and what you Learned

Some questions you might be asked:

- Tell me about yourself
- Where do you see yourself in five years?
- Why do you want to work here?
- What's your biggest weakness?
- Questions about hypothetical, unrelated situations
- Do you have an example of a professional conflict you've resolved?

Things do ask THEM

- Job responsibilities
- Training and orientation
- Company goals
- Opportunities for growth
- Their experience
- How will success in the role be measured?
- What 3 things would you like me to accomplish in the first 6 months?