Acing the Interview
Agenda

• Preparing for the Interview
• During the Interview – tools and techniques for success
• Follow Up
Preparing for a Successful Interview

• Review and update your résumé
• Research the role
  • Online – company web site, social media
  • In person – networking prior to interview
• Know the type of interview
Day of the Interview Basics

• **What to bring:** pen, portfolio, resume, business cards.

• **Start strong** – the interview begins when you drive into the parking lot. Be early.

• **Listen carefully** to the interviewer.

• **Take the initiative** – communicate your value by the end of the interview.

• **Ask questions** – this is your chance to show good engagement.

• **“Thank you”** – Don’t forget to thank the interviewer and send a note!
During the Interview

There are 4 general types of questions interviewers will ask you:

1. Why are you here?
2. What can you do for our team?
3. What kind of person are you?
4. What distinguishes you from everyone else?
Why are you here?

You have about 10-30 seconds to make a first impression with your introduction. Make sure to use your “30 Second Commercial” with the following:

• Who you are – name, key characteristics
• Current company, title, and dates of employment
• Pertinent background information
• One or two benefits
What can you do for our team?

This is where your research will pay off as you show your knowledge of the company.

- Highlight strengths
- Knowledge based – education/career
- Transferable skills – these are crucial, so translate into civilian terms.
- Personal traits – emphasize soft skills like communication, leadership, etc.
- Give specific examples
What kind of person are you?

These questions try to determine how you will fit into the team.

• Demonstrate 2-3 key personal characteristics with specific examples
• Aim for a natural conversation as opposed to a military style
• Areas of opportunity – be self aware of weaknesses, and turn them into areas of improvement
What distinguishes you from everyone else?

This is your chance to highlight unique skills.

- Use a “big to small” strategy – start with a short description of your overall experience related to a skill you want to highlight and then fill it in with small details

- Scenario type questions – be prepared for questions like, “Tell me about a time when...”
Follow up

• Within 24 hours after the interview – send a thank you via email
• Within 48 hours after the interview – send a handwritten thank you. Few people do this!
• Notify references that they may be called
Thank You For Your Service