Interviewing Tips

- When answering the ‘tell me about yourself’ question, it’s ok to talk about education and extracurricular activities. Be sure to also emphasize your interest in the position at this time.

- Always explain your answers. Don’t just say, “I have good communication skills” and leave it at that. Tell them why or give examples to show how you have good communication skills.

- Use specific examples with detailed information. Identify qualities you think would be beneficial to the company, and then come up with several examples to back up your claims. It helps to write about these beforehand, and then practice talking about them in a condensed version.

- Employers are using behavioral-based questions to find out how you deal with situations that are relevant to the position. They will ask for specific examples to highlight a particular skill. When you give an example, utilize the STAR method – Explain the SITUATION, describe the TASK, explain the ACTION you took to accomplish your objectives, and talk about the RESULT.

- When explaining your ‘weakness’, you will always want to tell employers what you are doing to combat that issue, because it shows that you are aware of the problem and are working to fix it.

- Be enthusiastic! Always spin your answers in a way that highlights how the employer will benefit by hiring you. This tip is especially nice to utilize during the ‘why should we hire you’ question.

- At the end of the interview, always ask relevant questions. Some common questions might include:
  
  Tell me about a typical day in the office.
  What will training consist of?
  What is your managerial style?
  What are some of the challenges your office is facing?
  How do you see my position developing during the first six months?
  Describe the work environment.
  What happens next?

- Nonverbal tip: Don’t cross your legs – it helps to sit up straight with both feet on the ground.