Overview

- General Interviewing Tips
- Interviewing Do's and Don'ts
- Behavioral Interviewing
- Example Behavioral Interview Questions

General Interviewing Tips

- **BE PREPARED!**
- Research the Company
- Write down projects or examples
  - Strength
  - Weaknesses/ Areas of Improvement
  - Biggest Success
  - Biggest Blunder
- Prepare questions to ask

Co’s prepare for their interviews w/ you- it’s your turn to do the same thing

- Most co’s will ask – so what do you know about our company/ this position
- Look at Current Events/ News Articles/ Press Releases
- Company Mission Statement

Typical interview questions- you should be prepared for these in one form or another

- “Tell me about yourself”
- “What is your greatest strength”

Ask Thoughtful questions

- Ask about the interviewer
- Ask about co culture / questions from news articles
- Salary range is not a good question to ask
**Interviewing Do’s**

- Be on-time (Early!)
- Present yourself in a professional manner
- Shake Hands
- Be Prepared
- Be Confident
  - (Make eye contact)
- Be Yourself
- Relax

10-15 minutes is on-time
- If you’re late- don’t ignore it, apologize with a good, truthful reason

Includes hair, dress, stature, eye contact, language

Definitely one of the most important aspects of the interview - 1st impression
- Firm but not superman
- Thumb to Thumb

Repeat their first name, “Hi, Pam it’s nice to meet you”

Relax

**Interviewing Don’ts**

- Look at your watch
- Chew gum
- Use slang
- Fidget
- Look out the window
- Go off on tangents (Answer the question asked)
- Lie or embellish
- Be overly comfortable
- Giggle excessively
- Play with your hair
- Pop your fingers
- Don’t try to control the interview

**Other Interviewing Tips**

- Take off your watch
- Think about the question before you answer
- Don’t pick up your pen until you are ready to take notes
- If they offer water, take it- allows final opportunity to regroup

You might be tempted to look at interviewer thinks you’re bored
If you have to leave at a certain time to get to a test/meeting tell the interviewer at the beginning

It’s ok to pause before you answer the question
If silence is awkward say “that’s a good question- let me think about that”
Or ask if you can come back to that question (but you may run out of time)

Tempted to fiddle and make distracting noise

For onsite – gives you an opportunity to look around the office and get an idea of someone’s outside interests (golf, art, etc)
Behavioral Interviewing

Focuses on experiences, behaviors, skills and abilities that are job related.

- Purpose
- What Interviewers are looking for
- Answering the Question
- Topic Areas for Behavioral Questions

Purpose

- Past behavior and performance predicts future behavior and performance.
- Three legged chair - can do, will do, and have done

What Interviewers Look For

Core Competencies that are key or critical to successful job performance

- Content Skills: Knowledge that is work specific.
- Functional or Transferable Skills: Used with people, information or things.
- Adaptive or Self-Management Skills: Personal characteristics.

Content: Computer skills, accounting
Functional or transferable: Organizing, managing, developing, communicating
Adaptive: dependable, team player, self directed, punctual
Key Skills Interviewers are looking for

- Ability to verbally communicate
- Ability to make decisions and solve problems
- Ability to plan, organize, and prioritize work
- Ability to obtain and process information
- Ability to analyze quantitative data
- Technical knowledge related to the job
- Proficiency with computer software programs
- Ability to create and/or edit written reports
- Ability to sell or influence others

According to NACE Employer Survey

To detect/pick out desirable characteristics that you think the interviewer may be looking for by researching the company/job description

- Research the company: Accounting position: Accounting knowledge/Team work culture
- Technical Mgr Trainee position: Technical knowledge, team work, management/leadership skills

Examples from your past

- Content: Project- success/failure
- Function: Communication skill/management or team work
- Self-management: Team Player

Example: Tell me a time when you weren’t very pleased with your performance. What did you do about it?

Problem/Situation: Mid-term exam that I needed to do well on in order to do well in a class

Action: Study really hard for the exam to make sure I was prepared.

Result: But when I got to the test I was stumped by many of the questions I made a C on the mid-term versus the A that I expected. So, I went and talked to my professor to see how I could better prepare of the next test

Results: May be positive or negative depending on the question asked
Topic Areas and Example Questions

- **Focus and Dedication to the Industry**
  - What attracts you to this industry as a career?

- **Technical/Professional Knowledge**
  - Describe a situation when you were in “over your head” and had to request help or assistance on a project or assignment.

- **Teamwork**
  - Describe a situation where others you were working with on a project disagreed with your ideas. What did you do?

- **Flexibility**
  - Tell me about a situation where you had to adjust quickly to changes over which you had no control. What was the impact of the change on you?

- **Work Standards/Ethic**
  - How have you differed from your professor in evaluating your performance? How did you handle the situation?

- **Planning and Organizing**
  - How do you determine your priorities in scheduling your time? Give Examples.

- **Communication**
  - Tell me about a time when a message you sent, either verbal or written, was misunderstood and how you dealt with it.

- **Analysis and/or Risk Taking**
  - What steps do you follow to study a problem before making a decision?
Other Possible Questions

- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Describe an instance when you had to think on your feet to extricate yourself from a difficult situation.
- Give a specific example of a time when you used good judgment and logic in solving a problem.

Other Possible Questions

- Give an example of a time when you had to be relatively quick in coming to a decision.
- Give a specific occasion in which you conformed to a policy with which you did not agree.
- Tell me about a time when you had to go above and beyond the call of duty in order to get the job done.

Thank You For Attending Today’s Webinar

If you have any questions about the presentation, please take this time to type them into your chat box on your GoToWebinar control panel. The webinar will remain open for the next 10 minutes to answer any questions you may have.

We will email you a pdf version of this presentation within the next 3-5 business days. Also, the recorded version of this webinar will be uploaded to our website within the next 3-5 business days.

Please paste the link below in your browser to register for upcoming webinars and to view our archived webinars.

http://www.ou.edu/content/alumni/home/AlumniCareerServices/BrownBag.html