



Interviewing Strategies Guide | During The Interview

Tips For Interviews

- When entering an interview room, shake hands, make eye contact, and introduce yourself to every individual in the room.
- Always greet interviewers with a firm handshake.
- Use titles such as Ms., Mr., Dr., etc. unless prompted to do otherwise.
- Speak clearly and deliberately at a conversational speed. You may need to slow down.
- Give yourself some space to think about the question before jumping in to an answer.
- Be sure to demonstrate enthusiasm, confidence, and genuineness in your tone.
- Maintain eye contact with interviewers.
- Sit up straight in your chair. Don't lean too far forward or too far back.
- Be confident, friendly, and sincere.
- Turn off your cell phone completely.
- Arrive approximately 10+ minutes early.
- Bring a few copies of your resume on resume paper to provide to interviewers.
- Dress polished and professional for your field.
- When exiting the room, shake hands, make eye contact, and thank each of your interviewers.

Responding To Interview Questions

When answering interview questions, your answers should typically be 30-90 seconds. Think of your responses to those questions as opportunities to share who you are and what you could bring to the organization, as it relates to the job. When responding to questions:

- Touch upon aspects of your skill-set, education, and experience that are relevant to the position you are applying for. In addition, offer examples.
- Understand that everything on your resume is fair game. Be able to talk in-depth about those experiences.
- If a weakness or an area of development comes up during the interview, explain lessons learned, how you are improving and developing that skill set.
- When outlining your career goals be sure they align with the position and organization you are applying to.
- Ask your own questions about the organization, position, training, and working environment- doing so shows genuine interest.
- Request that your interviewer clarify their question if necessary or inquire whether you've fully answered their question.



S.T.A.R Method

The S.T.A.R. Method is a technique for answering questions that helps you structure your answers in a way that gives the interviewer all of the relevant information about a specific qualification for a job. Consider using the STAR method for situational questions, behavioral questions, or questions that prompt you to recall a problem.

- **Situation-** Tell the interviewer about a specific challenge or situation. Give your audience context and enough detail to understand the story. This may include the role you are referring to, and a general idea of who the involved parties were.
- **Task-** What were you trying to achieve? What was the goal? Tell the interviewer what you were trying to get accomplished in this situation and why it was important.
- **Action-** What did you do? If there was a problem or challenge, how did you handle it? Tell your interviewer what you did and why.
- **Results/Reflection-** What was the outcome of this situation? Did you meet your objective? Don't forget to tell your interviewer what you learned from this experience, and how have you applied that knowledge since.

Asking The Interviewer Questions

Asking the interviewer questions is an opportunity to demonstrate your knowledge and enthusiasm in the organization. Interviewers appreciate and expect questions. Also, think about what you wish you knew in past positions. Here are some tips regarding questions for the interviewer:

- Ask open ended and intentional questions to determine if a job is a good fit for you.
- Ask questions that help you align your values with the organization's values.
- Review the website to generate ideas, but do not ask questions explicitly answered on website.

- Avoid asking about salary. It is the interviewer's job to initiate conversations regarding salary. It may not even be discussed during the first interview.
- Ask about supervision style and how they measure success.
- As a final question, ask for the interviewer's contact information, such as a business card, if you do not already have it. This will allow you to send a thank you email after your interview.

Practice

The best way to feel more comfortable during an interview is through intentional practice. Fortunately, the Career Connections Center can help! Make a Career Planning Appointment to practice with a Career Connections Center career coach through Gator Career Link.