

Interview Preparation

Before the Interview:

- Review your resume and think of key talking points you hope to highlight during your interview.
- Create a STAR Story bank (i.e. relevant examples of **Situations, Tasks, Actions, + Results** you can relate to your “Tell me about a time...” interview questions).
- Research the company + Prepare questions to ask your interviewer.
- Bring a folder to store notes, resumes and questions for your interviewer.

During the Interview:

- The first few minutes of the interview are the most important. If you are nervous create small talk with your interviewer to ease your nerves.
- Sell yourself and spark interest.
- For dynamic answers, add examples, even when not directly prompted (i.e. greatest strength, overcoming a challenge, etc.)
- Know what the position requires. Relate your answers to the position or how your skills can benefit the company or department.
- It’s okay to pause to collect your thoughts before answering. It is okay to ask for a few seconds to think before you answer.
- End the interview positively, by reiterating your interest in the position. Don’t forget to thank the interviewer for their time.
- Don’t say negative things about past experiences/ people (i.e. insult a former supervisor).

After the Interview:

- At the end of your interview, ask for a business card. It will help you spell your interviewer’s name right and provide an e-mail address for your thank you note.
- Send a thank you note within 24 hours of your interview. Mention something specific you and the interviewer talked about and remind them of your key qualifications and interest

My STAR Story Bank:

- 1.
- 2.
- 3.

Questions I Could Ask my Interviewer:

- 1.
- 2.
- 3.