

Preparing for a Job Interview

Congratulations, you have an interview! Below are tips to help you prepare for your interview experience.

1. Research the company's goals, services, achievements, and values.
2. Research the specific job you are applying for.
3. Talk to other employees if possible (informational interviews) and check the company website.
4. Know which specific skills and attributes you have that will match the job, as you know it.
5. Identify areas you feel will need further development, and how you would do this.
6. Prepare to answer behavioral questions by using the S-T-A-R-S formula (situation, task, action, result, skills).
7. Be clear as to why you want the job and what you can bring to the organization.
8. Know your resume! Read it over while waiting for the interview to begin and review your accomplishment statements.
9. Prepare for surprise questions that may seem irrelevant. For example, "If you were a car, what kind of a car would you be and why"; or, "If you won a lottery, what would you do and why?" These questions are asked to assess how you think, what you value, etc.
10. Prepare questions that you would like answered and were not answered or addressed in the job posting.
11. Have copies of your resume, your references, paper, pen, and anything else you may want to take into the interview room.
12. Practice your route to the interview location – consider time of day for transit or traffic, parking locations and prices, walking time from transit or parking and how to enter the building.
13. Plan on arriving half an hour before your interview to avoid any unexpected delays and check in no more than 10 minutes before your scheduled interview time.
14. Arrange your clothing, transportation, items to take with you the night before.
15. Preparing for a video interview? Check out the 'How to Ace a Video Interview' under the video section.