Interview Skills

An interview is one of the most important steps in securing a career with an organization, employer, or graduate school. It is usually the last step in determining whether a candidate is the right fit for the organization or opportunity. The interview personalizes the application process for both the organization and prospective candidate. Preparation and execution is key to a successful interview. The following provides quick but effective suggestions on how to prepare for and nail your next interview.

Know yourself

Be able to talk about your
◊ Résumé
◊ Personality
◊ Abilities & Skills
◊ Interests
◊ Values
◊ Experiences
◊ Interest in the position
◊ Interest in the organization

Know the organization

Research the organization and industry.
Learn the organization’s:
◊ Leadership
◊ Culture & values
◊ Competitors

Research resources

◊ Website; for the organization
◊ Linked-in; company profiles
◊ Social media

Connect SC
◊ Vault.com; industry guides
◊ Candid Career; employee tips
◊ Glass Door; company reviews
◊ Career Beam; industry research

10 Questions you need to answer

◊ Tell me about yourself.
◊ What interests you in the organization?
◊ What interests you in this position?
◊ What is your relevant experience? Be specific.
◊ What are your greatest strengths? Weaknesses?
◊ What are your greatest skills? For example?
◊ What distinguishes you from other candidates?
◊ What is your preferred work-environment?
◊ Where do you see yourself # years from now?
◊ How will you contribute to the company?

Prepare 1-3 questions to ask the interviewer(s)

Verbal & Non-Verbal Language

1. Regulate arousal. Take deep breaths and visualize.
2. Think about what you say and how you say it. Leave a positive implicit and explicit impression.
3. Utilize the S.O.L.E.R. communication technique:
   ◊ Sit squarely
   ◊ Open sitting posture
   ◊ Lean forward slightly
   ◊ Eye-contact always
   ◊ Relaxed body language

Send a thank you note or e-mail within 48 hrs.