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.

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.

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