

# Ace the Interview

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# Interview Preparation

What should you do to effectively prepare for an interview?



# Preparation: Know Yourself

- Know your interests, strengths and skills
- Be familiar with the content of your resume
- Identify what sets you apart from probable competition

# Preparation: Practical Logistics

- Check clothing
- Practice common questions
- Get a good conservative haircut/hairstyle
- Research the company/organization
- Make a test run to the interview location
- Arrive early and observe

# Top Tips: Interview Preparation

- Know yourself and your resume content
- Cover all practical logistics in advance
- Arrive early and observe



# Poll

Which do you think is most important in interview preparation?

1. Knowing your interests, strengths and skills
2. Reviewing common interview questions
3. Identifying what sets you apart from the competition
4. Researching the organization

# Standard Interview Questions

Put on the interviewer's hat!

Why is he/she asking the question?



# Questions about Your Background

- Tell me about yourself.
- What is your biggest success? Failure?
- What is your biggest weakness? Strength?
- What accomplishments have you enjoyed most?
- Tell me about the best/worst boss you ever had.
- Why did you choose your college/grad school?  
Major/degree?



# Questions about Your Skills

- Describe your managerial/leadership style.
- How do you handle stress?
- Describe yourself in a team setting.
- How do you handle multiple priorities?
- What is your experience hiring/firing employees?

# Closing / Procedural Questions

- Why do you want this job?
- What else should I know about you?
- What are your salary expectations?

# Questions You Might Ask

- Can you describe the “corporate culture” of this organization?
- How is performance measured in this company?
- Are training/professional development opportunities supported?
- What are the next steps in the hiring process?

# Top Tips: Standard Interview Questions

- Consider the “why” behind each question
- Practice answers for common questions
- Prepare questions you can ask



# Poll

Which of these standard questions worries you the most?

1. Tell me about yourself.
2. What is your biggest weakness?
3. How do you handle stress?
4. Why do you want this job?

# Behavioral Interviewing

What is it?

Why do employers use it?



# Behavioral Interviewing

- Based on premise that best predictor of future performance is past performance.
- Questions probe basic competencies/skills of job
- Provide specific examples from your past.
- You must have concrete and precise answers.

# Behavioral Question Examples

- Tell me about...
- Think back to...
- Describe...



# Behavioral Question Answers

- **S**ituation
- **T**ask
- **A**ction
- **R**esults



# Top Tips: Behavioral Interviews

- Identify primary competencies/skills of job
- Develop concrete answers with specific examples



# Recent Trends: Non-Traditional Interview Formats

What have you experienced?

# Non-Traditional Formats

- Phone Screening
- Skype/Google Hangout
- Social Interview
- Panel Interview

# Non-Traditional Formats: Advice

- Be aware of ALL your communication tools
- Choose appropriate surroundings
- Rehearse using the expected format
- Expect the unexpected

# Interview Follow-up

What should you do?

What should the timeline be?



# Follow-Up After Your Interview

- Get business cards from interviewers
- Send each a thank you note/letter/e-mail
- Follow-up appropriately if no response

# Top Tips: Follow-up

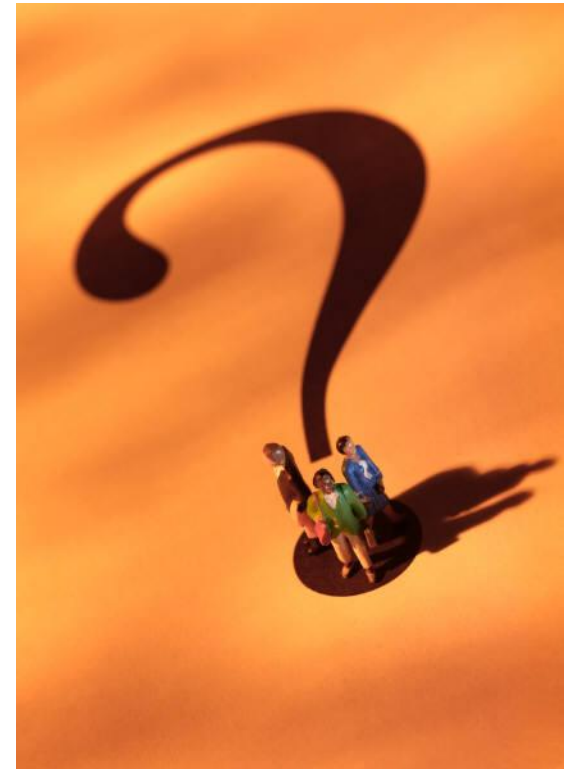
- Do follow-up in some way within 24 hours
- Follow-up again if no answer in appropriate time





# Q & A

What questions do  
you have??



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