JCS Interview Preparation Tips

Preparing for the Interview:

Dress Professionally:
• Have at least one good interview outfit prepared
• Includes appropriate shoes, accessories
• Use deodorant. Limit perfume use

In General:
• Make a good first impression: Hiring decisions are often made in the first few minutes
• Be punctual
• Be polite: The interview begins when you step on-site, not when you start talking
• Monitor your mannerisms and body language to be friendly and welcoming
• Behave as a guest would, with respect and enthusiasm
• Research the company and the industry
• Understand the job description
  o Determine what skills are necessary
  o What from your resume is applicable?
• Prepare and practice your response to common questions
• Prepare a few meaningful questions to ask the interviewer

Commonly Asked Questions:
“Tell me about yourself”
• Most commonly asked interview question
• All positive, never a negative statement
• Sell your skills and abilities
• Your statement should include:
  o Brief statement about yourself
  o University, Degree, Major, GPA (if above 3.0)
  o Professional/career interests/extra-curricular activities
  o Why you are interested in this position/company
  o What skills/experience you can bring to the position

Preparing for Commonly Asked Questions:

STAR Method: Develop stories about your past experiences and describe how they relate to the skills required of the position.
  SITUATION/TASK – What was the situation or task?
  ACTION – What did you do? What skills did you use?
  RESULTS – What was the result?
Experience + Learn = Grow Method: Use your stories as evidence of your ability to learn and grow.
  EXPERIENCE – Describe an experience that relates to the role based on the job description.
  LEARN – Discuss what you learned from the experience and how it made you better.
  GROW – Explain how you grew and how you will use that growth in your future positions.

Questions to Ask the Interviewer:
• Before the interview, prepare a few engaging questions to ask the interviewer
  o “What do you like most about working here?”
  o “Is there/what is the career path for an intern within this company?”
  o “What are the next steps in the interview process?”

Interview Pitfalls:
• Not taking time to think about the problem before answering
• Not asking clarification questions
• Not being specific enough in your answers
• Not answering the questions fully
• Rambling due to not being prepared for common behavioral questions

After the Interview:
Send a thank-you note to the interviewer(s) for their time and consideration. A hand-written note is preferred, but an email will suffice.