

## 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
  - Determine what skills are necessary
  - 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:
  - Brief statement about yourself
  - University, Degree, Major, GPA (if above 3.0)
  - Professional/career interests/extra-curricular activities
  - Why you are interested in this position/company
  - 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
  - “What do you like most about working here?”
  - “Is there/what is the career path for an intern within this company?”
  - “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.