INTERVIEWING FOR NON-ACADEMIC POSITIONS
AGENDA

- Preparation & Research
- The Interview
- General Tips
- Follow-up
- The Questions
THREE KEY ASPECTS IN GETTING HIRED

1. Ability to Succeed
2. Interest in the Position
3. Organizational “Fit”
RESEARCH!!!

- Position
  - Job Description, Connections
- Employer
  - Website
  - LinkedIn, Google, Glassdoor
- Industry
  - Competitors, Current Trends
- Yourself
  - Related Experience, Skills
  - Goals
INTERVIEW FORMATS

- One-on-one
- Committee
- Group
- Directed vs. Non-directed
- Behavioral
- Stress or “Case”
- Technical
- Phone, Video Conference (Skype)
GENERAL TIPS

- Dress Professionally
- Gather Materials
- Know Where You’re Going
- Arrive 10 Minutes Early
- Be Polite to Everyone, and Turn Off Phones
- Good Introductions, Hand-shakes, Eye Contact, Smiles, Posture, Rate of Speech
MORE GENERAL TIPS

- Be Confident
- Articulate Your Skills
- Accentuate the Positive
- Careful With Getting Too Personal
- Explain What You Can Do for Them, Not What They Can Do for You
- Two-way Conversation
QUESTIONS FOR THE INTERVIEWER

- Build Upon Information From Your Research
- Intelligent and Engaging, but Appropriate and Answerable
- Indicate Sincere Interest in Employer, Ability to Succeed in the Position, and Be a Strong Fit for the Team
- Avoid Benefits Questions
DEPARTURE & FOLLOW-UP

- Determine Next Steps in the Hiring Process
- Ask for Business Card(s)
- Shake Hands With and Thank Everyone
- Send Thank You Email/Note
  ✔ Within 24 Hours
  ✔ Mention Interview Highlight(s)
  ✔ Reiterate Interest in and Fit for the Position/Organization
THE QUESTIONS

- **Opening Questions**
  - Tell Me About Yourself
  - Why Are You Interested in This Position? In Us?

- **Education**
  - How Is Your Education Related to This Position?

- **Experience**
  - Tell Me About Your Most Significant Experiences

- **Skills/Training**
  - How Are Your Skills/Training Related?
MORE QUESTIONS

- **Personality**
  - How Would Your Supervisors Describe You?
  - What’s the Biggest Misconception About You?

- **Goals**
  - What Are Your Short/Long-term Goals?

- **Employer**
  - What Do You Know About Our Organization?

- **Situational/Behavioral**
  - Tell Me About a Time When You...
<table>
<thead>
<tr>
<th><strong>S</strong></th>
<th><strong>Situation</strong></th>
<th>Detail the background. Provide a context. Where? When?</th>
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<tbody>
<tr>
<td><strong>T</strong></td>
<td><strong>Task</strong></td>
<td>Describe the challenge and expectations. What needed to be done? Why?</td>
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<tr>
<td><strong>A</strong></td>
<td><strong>Action</strong></td>
<td>Elaborate your specific action. What did you do? How? What tools did you use?</td>
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<tr>
<td><strong>R</strong></td>
<td><strong>Results</strong></td>
<td>Explain the results: accomplishments, recognition, savings, etc. Quantify.</td>
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‘STAR’ Technique to Answer Behavioral Interview Questions
SITUATIONAL/BEHAVIORAL QUESTIONS

- Give me an example of when you’ve led or been part of a successful team.
- Tell me about a time when you became disheartened with a task.
- Give me an example of when you’ve gone the extra mile to get a job done.
- Tell me about a time when you overcame a great challenge.
- Give me an example of when you’ve dealt with conflict.
Mock Interviews
- Career Services – Call for Appointment
- Graduate Division
- Friends and Family
- Video taping