

THE INTERVIEW

PURPOSE

The interview is considered one of the most important pieces of the job search process. The interview is a time for you to verbally express your qualifications to an employer and to ensure the company is a good cultural fit for your personality. It is also a time for the employer to learn more about you and for you to learn more about the employer and position.

WHERE TO START

There are many steps to have a successful job interview:

- Know yourself: your skills, qualifications, and past experience.
- Be able to answer the most commonly asked interview questions.
- Schedule a Mock Interview with Career and Alumni Services by emailing careerservices@rockies.edu.

FROM AN EMPLOYER'S PERSPECTIVE

What employers ask themselves when interviewing candidates:

- Is this person qualified to do the job in question?
- Did this person prepare for the interview?
- Will this person fit into the company culture well?
- Is this person a team player?
- Can the company afford this person's salary requirements?
- Does this person want to work for the company?
- Will this person stick around if hired?
- What can this person contribute to the organization?
- Is this person the best candidate for the job?

COMMONLY ASKED QUESTIONS*

Your Qualifications

- Tell me about yourself.
- How has your background prepared you for this position?
- What is your greatest accomplishment?
- What are your strengths?
- What is one of your weaknesses or an area of improvement?
- Why do you want this job?

Behavior Questions

- Tell me about a time you faced a conflict and how you handled it.
- Tell me about a time you took initiative and what was the outcome.
- Tell me about a time you worked as a team member and your role in the team.

Additional Questions

- Where do you see yourself in the next five years?
- How do you handle stressful situations?
- How do you stay organized?
- Why are you leaving your current position?
- Who was your best supervisor and why?
- What are your salary requirements?
- What motivates you?
- How would your coworkers describe you?
- What was the last book you read?
- Why should we hire you?

Star Technique

Situation	To answer questions fully, be sure to discuss the situation in question, the task at hand, what actions you took and the results of your actions.
Task	
Action	
Results	

*interview format will vary depending on the industry

STRENGTHS BASED INTERVIEW PREPARATION ACTIVITY

PURPOSE

To enable individuals to verbalize the talent they have to offer in a given role in the interview process. Individuals are more likely to secure not only more opportunities, but harder to attain opportunities by knowing their strengths.

WHERE TO START

Gather the following items:

- Job description
- Resume
- Notepad

ACTIVITY INSTRUCTIONS

In a comfortable and relaxed environment, lay out the job description, your resume, and a notepad side by side. Review the job description and resume, while completing each of the following steps, each on a clean sheet of paper.

1. While paying attention to the job description, use the resume as a memory jogger to journal how past experiences qualify you for the position for which you are interviewing.
2. Think about your talents. Write how your strengths make you the best candidate for the position. Remember to note specific examples of past behaviors that highlight top performance in given areas that relate to the position. A great tool to assist you in describing your strengths is The Gallup Organization's StrengthsQuest. If you would like to take StrengthsQuest to discover your top 5 themes of talent, email careerservices@rockies.edu.
3. Write a brief, convincing summary of why you are the best fit for the position. A paragraph or two is usually sufficient. If you question your fit, then maybe the role isn't right for you. If you have doubt now, it will come across in the interview, so take this opportunity to overcome the doubt and reframe your mindset in a manner that will secure the job offer.

WHEN YOU HAVE COMPLETED THE ACTIVITY

Once you have completed the activity, you should be able to do the following:

- Know how your strengths relate to the position;
- Know how you have used your strengths in the past and how you can use them in the future;
- Know whether this position is a good fit for your strengths; and
- Know how to leverage your strengths in an interview setting.



UNIVERSITY
of the ROCKIES®