

Acing Your Interview

You made it to the next stage... the interview!
For some, interviews can cause a lot of stress and anxiety. If that's you, don't worry! Follow these tips to help you prepare and succeed.

Interview Tips

- Dress professionally.
- Sit up straight or stand to convey confidence.
- Be ready to share who you are and tell your story.
- Tie yourself to the position.
- Connect with the interviewer.
- Use positive words to describe your experiences.

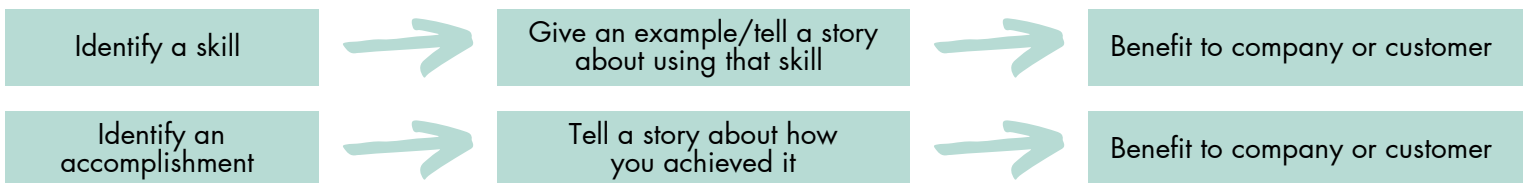
Basic Outline of Storytelling

In an interview, it can be hard to figure out the best examples to use to answer questions. To keep your thoughts organized for situation-based questions, just remember to START. **START** is an acronym that stands for **Situation, Task, Action, Results**, and **Tie-In**.

Situation — “ When I worked at [company name] as the [your role]...
Task — ...a customer had a problem with [explain the problem].
Actions taken — I was called in to help because of [area of expertise] to do [actions you took to help].
Results (\$, #, %) — And as a result, [what happened next]... Having learned from that experience,
Tie-in — I think I would be great at [area of job]. ”

Telling Your Story: Skills and Accomplishments

Stories are a great way for you to connect your skills and experiences with the position you are interviewing for. Prepare a few stories ahead of time to make a case for why you would be a good fit for the company:



Congratulations! You completed the interview and are waiting to hear back from the hiring manager. However, your part does not end there. Writing a thank you email is a nice way to set yourself apart as a candidate. Thank you emails demonstrate your passion for the company and the position.

Questions To Anticipate



- Tell me about yourself.
- What are your greatest strengths (top skills)?
- Why did you apply for this job?
- Why did you leave your last position?
- Why is there a gap between jobs?
- What is your greatest weakness?
- What are your salary requirements?

NEW JOB TOOLKIT

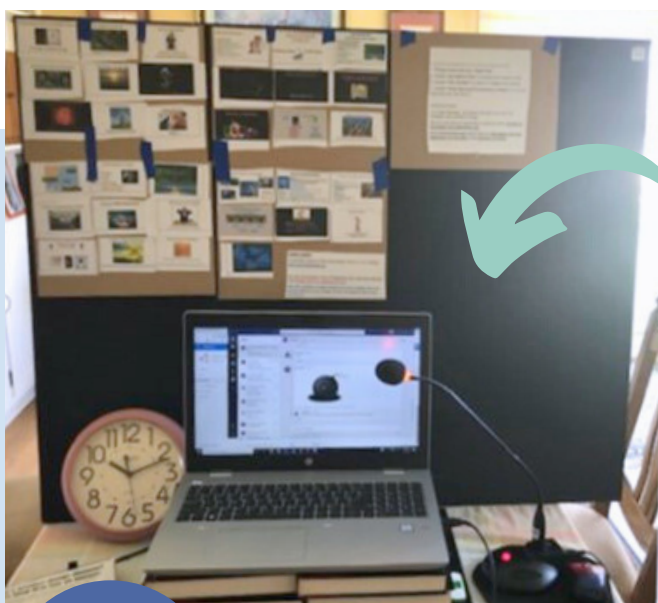
Virtual and Video Interviews

Video Recorded Interviews – HireVue, Sparkhire

- Used in early stages.
- Takes place remotely.
- Questions are asked and the candidates record video responses.
- Answers can be 90 seconds to 3 minutes.

Virtual Interviews – Skype, Zoom, UberConference

- Allows employers and candidates to meet “live” using video.
- Interact via an instant messaging program or web-conference.
- Allows multiple parties to see each other.
- Make a lasting impression that earns you a subsequent interview or job offer.



Getting Ready For Your Interview

Set up your space:

- No clutter on desk or behind you.
- Clean and organized background.
- Quiet room.
- No distractions: spouse, kids, pets, phones, TV, music, or radio.
- Good lighting (natural is better).



TIP: Set up a board with all the tools you need for your interview!

Pictured (clockwise, top left to right): Resume, job description, highlighted job description and skills, skill stories format, accomplishment story format, post-it note by camera, company information.

Check equipment and connection:

- Check battery, speakers, headset, and microphone.
- Check WiFi connection.
- Check webcam.
- Conduct a trial run.

More preparation tips:

- Re-read the job description.
- Highlight required and preferred skills: technical, job, interpersonal.
- Match your skill set to the job description.
- Write out stories about your skills and accomplishments.
- Practice projecting your voice and speaking clearly.



Want more tips? Visit the workNet DuPage YouTube channel to watch “Virtual Interviewing with Jim Fergle” and other videos! Go to [youtube.com](https://www.youtube.com) and search “workNet DuPage” to get started.