

Interviewing

AT A GLANCE

MORAVIAN
UNIVERSITY

Center for Career
& Civic Engagement



The Easiest Math You Will Ever Learn



What is an Interview?

Interviewing is an **opportunity for you to articulate your experiences and skills** to an employer and get an idea of what it is the company/organization (or graduate school program) is seeking in an ideal candidate. Less than 10% of job offers are generated solely by resumes; thus, it is important to make sure you know how to interview well. Make a warm impression by smiling and appearing excited to be there, and prepare questions ahead of time so you are ready when they ask. Keep in mind, the interview is a two-way process. You have the opportunity to evaluate the employer(s) while they evaluate you.

Do Your Homework

- Prior to the interview it is important to learn as much as you can about the company, the position, and the person(s) with whom you will be meeting.
- What should you learn about a company/organization/graduate program prior to meeting with a representative or department chair?
 - You should learn about the company/organization/graduate program prior to meeting with the interviewer. You should be researching the organization/program's mission and values, initiatives, history of the organization, names of top corporate officers and items that are important to you for your career choice.
- Where can you find specific sources of information on employers or graduate programs?
 - Utilizing networks that you know already and those you'd like to know—don't be afraid to call the company (or graduate program) and ask for some assistance in locating company information.
 - Websites
 - Conducting informational interviews with individuals in career fields of interest or who have attended a graduate school of interest
 - Attend career fairs or graduate school fairs.

Practice Interviewing

- In the majority of first interview cases, the interviewer will cover the same basic information:
 - You (your background);
 - Us (the organization/job; graduate program);
 - What can you do for us or bring to the program?
- Sign up for a mock interview at the Center for Career & Civic Engagement.
- **YOU MUST PRACTICE INTERVIEW QUESTIONS!** By spending a little bit of time looking at common interview questions and answers you can really improve your chances of getting the job (example questions to follow).
- The expression "it's not what you say, it's what you do" is never more true than during job interviews. Your body language can have a significant impact on how you're perceived. That's right, you're being judged even before you've uttered your first word.

DO YOU KNOW ABOUT THE BIG INTERVIEW? PRACTICE FROM HOME!

<https://moravian.biginterview.com/> 

You can prepare for your next interview by doing a Mock Interview with the help of the Big Interview. The Big Interview is a site designed to help students prepare for interviews through informational modules and mock interviewing. It is a simple, fun, and effective way to go about refining and mastering your interviewing skills. **Face to face Mock Interviews can also be arranged in the Center for Career & Civic Engagement, by scheduling an appointment!**

Practice and Become Better Prepared...by answering the following questions:

- What is your greatest strength?
- What is one of your weaknesses? How are you improving upon it?
- Why are you interested in this job?
- Why did you choose your major (or this career)?
- What are your short-term/long-term goals?
- What is your greatest accomplishment to date and why?
- Describe a mistake you have made, how you overcame it, and what you learned?
- How has your college experience prepared you for this career?
- How do you determine success?
- Why should I hire you above anyone else?
- What did you like about your previous job?
- Tell me about a time when you used your best communications skills (written or spoken).
- What would your former coworkers say about you?
- Tell me something about yourself that I can't gather by looking at your resume.

Question for the Interviewer: *It is always a good idea to make a list of questions you may want to ask the interviewer. These can include questions you have about the organization, the position, career paths, etc. Nearly all interviewers will begin to wind down an interview by asking you if you have any questions.*

HELPFUL TIP!

Use the **STAR Technique** to help you answer behavior based questions. This method guarantees you a fluid response and a sure way to being a STAR!

Sample Question: Tell me about a time when you went above and beyond to accomplish a job.

SITUATION - Define the problem

TASK - What approach do you need to take to manage the problem? What are some of the challenges?

ACTION - What did you do?

RESULT - What happened?

Going on the Interview

The Face-to-Face Interview

Not all interviews are in person, nor are all interviews one-on-one. Be sure to find out ahead of time what the structure of your interview will be like.

Interview Day: What to Bring?

- Copies of your resume
- A pen and padfolio
- Your portfolio or any relevant papers or projects
- A positive attitude
- A printed list of references
- A list of questions to ask the interviewer
- Directions to the site! It is always good to practice driving the route ahead of time and make time for traffic
- A bottle of water and a snack (i.e. protein bar) if you know you get dry mouth or have low blood sugar. Nerves can get the best of you!

Appropriate Attire

(Please refer to the "Dress for Success" brochure.)

- Even if you are attending virtually you still want to make a good first impression. Wear a professional suit (jacket, blouse or button-down shirt with tie, skirt or pants.). Solid, dark or neutral color.
- Make-up should be subtle; not too much.
- Jewelry should be sparse. Nothing distracting.

After the Interview

- Reiterate to the interviewer your appreciation for their time and your sincere interest in the position (if you truly are interested).
- Ask any unanswered questions.
- THANK THE RECEPTIONIST!
- Before you leave, make sure you have the name, address, and title of each interviewer (**you must send thank you notes**).
- Stay organized! Go home and review your notes and create a file folder for that job, especially if you are applying to multiple positions.