

# Interviewing Skills



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# Why Do We Have Interviews?

# Reasons For Interviews

Most Important? For you to learn things about each other..

## For The Employer

To see if you have the skills for the job

To see if you match the culture of the organization

To see if you are as good in real life as you are “on paper”

## For You!

To see if you have the skills for the job

To see if you match the culture of the organization

To see if the job is as good in real life as you are “on paper”

# Expectations of (U.S.) Employers

Strong communication skills

Adaptability (able to change)

Honesty

Respect

Self-knowledge

Positive Attitude

Enthusiasm for the job

Dependable

Team-players

Self-motivated

Confidence

Good representatives to organization

# To Get Started...

Remember the Purpose of the interview. Common first question:

*So...Tell me about yourself.*

Prepare a 30-second “elevator” speech about yourself that helps to explain to the employer a bit about you and your qualifications!

# Life of an Interview

## Before The Interview

Research the company/organization

Write some questions YOU would like to ask/learn about

Think about how you are well-suited and not well-suited and prepare to talk about both!

## During The Interview

Listen closely to the question they are asking

Take a moment to THINK before speaking

## After The Interview

Send a thank you note

# Common Types of Interview Questions

## Behavioral questions

Wants to learn about your past experiences

“Tell us about a time you were in conflict with a coworker, and how you solved the situation.”

## Technical questions

Wants to learn if you have the skills for the job

“What is your experience with managing projects?”

## Case-based questions

Wants to observe how you solve problems and think

“What would you do in the following situation...?”

# How to talk about Past Experiences

Do not assume they know everything about you and your past

Do Give specific details like numbers, exact tasks, etc

Do **Not** use words they might not know

Do not keep using the same examples

Do think about your experiences before the interview

Use the **STAR Method!**

**S - Situation** - What was happening? Give some background.

**T - Task** - What was required of YOU?

**A - Action** - What did you do?



# Let's Practice

Remember the STAR method?

**Situation - Task - Action - Result**

Think of an answer from your experience:

*Tell me about your proudest professional accomplishment.*

or...

*Tell me about a time you resolved a conflict with a co-worker.*

# On Interview Day...Tips For Success

## Arrival

Arrive five minutes early, and know where you are going

Greet EVERYONE respectfully

## Appearance

Dress nicely, even if the job is casual.

Brush your teeth, comb your hair, clean your fingernails!

## Non-Verbal Skills

Keep eye contact - it makes you seem more confident!

# Improving Interviewing Skills

Remember I said this is a skill? That means it can be improved!

In your daily life...

Practice speaking in formal settings - speak up & give presentations

Network! making friends and talking with other student

Take more communications classes and read about communication skills!

**Ideas for Interview Practice**

Practice with a friend

Keep a “work journal”

**Thank you for Listening!**

**Questions?**