



TEXAS TECH UNIVERSITY™

# Tips for Veterans Job Interviews

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Preparing for the job interview



# Types of interview questions



# Behavioral interview questions

- Many employers now incorporate behavioral interview questions into their interview format.
- The purpose of a behavioral interview question is to allow the applicant to discuss how they have handled challenges at work in the past.
- In theory, the best predictor of future work performance is past work performance.
  - *Examples of behavioral interview questions:*
    - Describe a major change that occurred in a job that you held. How did you adapt to this change?
    - Describe a situation where you felt you had not communicated well. How did you correct the situation?
    - What was the biggest mistake you have had when delegating work? The biggest success?



## Behavioral interview questions

- When a hiring manager asks a behavioral type interview question they are expecting an answer that follows a specific format.
- aka: the STAR method
  - *S/T – Situation/Task*
  - *A – Actions taken*
  - *R – Results of those actions*
- First, describe the situation you had to overcome or the task you had to complete.
- Next, what were the actions you took.
- Last, explain the results of your actions and what the final outcome was.



## Traditional interview questions

- Traditional interview questions require more straightforward answers.
- Most hiring managers use a combination of traditional interview questions and behavioral interview questions.
  - *Examples of traditional interview questions*
    - Why are you interested in working for us?
    - What are your strengths? Weaknesses?
    - What leadership experiences do you have?
    - How do you manage stress?

Preparing for the job interview



What to wear and what to bring



## Dressing appropriately to fit the company's culture

- Be cognizant of the job you are interviewing for and the culture of the company.
- If you are interviewing for a position as a mechanic, then wearing a suit might not give the impression that you like to work with your hands.
- If you are interviewing for an administrative position a suit would be more appropriate.
- A good rule of thumb is to always dress two levels above what you think the person conducting the interview will wear.
  - *If the interviewer might be wearing coveralls then you should dress business casual; dress shoes, collared shirt, kaki or grey slacks, and a coat.*
  - *If the interviewer will more than likely be dressed in business casual then you should wear a suit.*



## What to bring to the interview

- It's a good idea to bring a copy of
  - *your resume*
  - *any certificates from training related to the job*
  - *transcripts*
  - *relevant work from previous jobs such as presentations or reports*
  - *a copy of your DD 214*
    - Bringing paper copies of this information shows you are serious about the job and prepared to prove everything you are claiming in your education and work experience.



## How to make yourself more competitive

- Ask good questions about the position and the company
  - *What is a day or week in the life of this position like? Can you show me an example of a project I'd be working on?*
  - *Is there room for advancement or career training in this position?*
  - *How will you define success for this position?*
  - *What are the most important objectives for this position in the first few months?*
  - *What are the 5 and 10 year goals of the company?*
  - *What's the company culture like? Do co-workers eat lunch together? Do you have regular team events?*
  - *Do you have any concerns about my qualifications?*
  - *What are the next steps in the interviewing process?*

The second interview



Preparing for the second interview



## The second interview

### What does a second interview mean?

- *This will more than likely be an opportunity to meet, and possibly interview with, more senior members of the department.*
- *This interview will be much more in depth so you should prepare even more than you did for the first interview.*
- *This will also be an opportunity for you to investigate if this position and this company are right for you.*

### How do you prepare for the second interview?

- *When you receive a call for a second interview you should ask who will be interviewing you, what is their position, and what type of interview will occur? The more informed you are the better.*
- *Do some research about who you are interviewing with. How long have they been at the company? What is their role? Why is it that they are interviewing you as opposed to someone else.*



# The second interview

## ■ Types of second interviews

- *One on One*
  - Will probably be with a different person than the first interview.
- *Panel interview*
  - Prepare for multiple questions from multiple people. These interviews can be more stressful and are usually designed to see how candidates perform under stress.
- *Group interview*
  - This is when you are interviewed with all of the other candidates in the pool at the same time and hiring managers may ask all of you to perform tasks that force your interaction so they can determine how well you work with other people.

After the interview



# Writing a thank you note



## After the interview

- Writing a thank you note after an interview shows you are courteous, thoughtful, and serious about the job. It may be hand-written and sent through the mail or sent via email depending on what is most appropriate for the situation.
  - *You should thank them for the opportunity to interview and mention that you enjoyed meeting the staff (list them by name).*
  - *Briefly mention why you are interested in the job and why you think you would be a good fit.*
  - *Reiterate the pertinent skills you have or highlight a skill you forgot to mention in the interview.*
  - *Close by thanking them again and say you look forward to hearing from them soon.*

Please contact the TTU veteran's liaison if you have questions



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