INTERVIEWING

FIRST THINGS FIRST

• Be confident!
  o Interviews are an investment of time and money for a company, so an invitation to interview means that the employer is serious about you as a candidate.

HOW TO PREPARE

• Prepare the basics
  o Ask: What does this company do?
    ▪ Review the website past the home page and take a few notes.
  o Ask: What would I do in this job?
    ▪ Review the job description and take a few notes.
  o Ask: Why did I apply? / Why am I a good fit?
    ▪ Write down what appeals to you about the company and the job.

• Practice standard background interview questions
  o Tell me more about yourself. Why Tech? Why your major? What did you do in X job/project?
    ▪ Practice talking through your background and be able to talk about anything on your resume.
  o Why should we hire you? Why our company?
    ▪ Draw from preparation above.
  o What are your career goals?
    ▪ Focus on how this job/company would help you reach your goals.
  o What are your strengths and weaknesses?
    ▪ Be honest, but present the best version of yourself. When talking about weaknesses, stay professional and describe how you’re working to improve.
  o Other types of questions: Do you work best alone or as part of a team? What do you do when you don’t know the answer to something? What is your process for completing tasks/projects?

• Practice behavioral/situational interview questions
  o Tell me about a time when...you failed? Someone criticized your work? You had to work with someone difficult? You didn’t have all the components you needed for a project?
    ▪ These are all the same type of question. Prepare several examples (~3-5) describing times when you faced a challenge and worked to overcome it as an individual or as part of a team.
    ▪ If it helps, keep the STAR format in mind when you answer: S (Situation), T (Task/Challenge), A (Action), and R (Result)
    ▪ Draw examples from different areas when possible to show versatility, e.g. work, projects, classes, student orgs, extracurriculars, time abroad.
• **Be ready for tricky interview questions**
  o If you were an animal, what would you be? How many manhole covers are in NYC? How would you describe [complicated concept, e.g. the internet or a cell phone] to a 5yr old?
    ▪ Don’t panic! These types of questions are asked because you cannot prepare for them. Interviewers are looking for your thought process and how you work under pressure more than a right answer. Explain your thought process and ask clarifying questions if needed.
    ▪ Don’t be afraid of silence with any question. It is okay to pause and think for a moment.

• **Prepare for technical interviews**
  o Technical questions vary based on the role and may not be asked for internships or entry-level positions. You can always ask – will this interview have a technical component? If so, is there a recommended way to prepare?
  o If they cannot give detail, check the job description: what type of technical skills are listed as required for the job? Be prepared to talk about/demonstrate your skill level with each.
  o Don’t panic! Talk through your thought process with each question and show your work. If you get stuck, ask questions, try to keep moving and work with the interviewer, and remain positive.

• **Prepare questions for the interviewer**
  o Of course you should ask questions throughout an interview, but you should also prepare for what will probably be their last question: “Do you have any questions for me?”
  o Assuming you fully understand the role at this point, ask about personal experience at the company (e.g. What is your favorite part of working here? What is a typical Tuesday like for you? What skills have been most helpful to you? What qualities have you seen make a successful engineer or intern at X company?)
  o Do NOT ask about salary or benefits, especially in the initial interview
  o End with a question about process if not already covered: What does the rest of the application process look like from here? When can I expect to hear back?

• **Concluding the interview**
  o End on a positive note by thanking them and reiterating your interest in the role. Ask for a business card or contact information to follow up.

**PHONE, SKYPE, AND VIDEO INTERVIEWS**

**Phone, Skype, and Video**
  • Prepare like you would for an in-person interview (see above)
  • Try to create the same environment as an in-person interview. Dress professionally, sit or stand at a desk or table, have good posture and smile, limit distractions and interruptions, and ensure good cell service/internet connection.

**Skype/Video**
  • Test lighting and camera angle in advance.
  • Ensure your background is professional and not distracting.
  • If you are answering pre-recorded questions, ensure that you understand the process in advance (e.g. do you have only one try or multiple tries?). Maintain your enthusiasm throughout the interview and be sure to give adequate detail. These can be hard because you have no cues from the interviewer, but be sure to trust your preparation and instincts.

**Phone**
  • Ask to schedule a time if they catch you off guard
  • Take advantage of the situation! You can have all your notes in front of you for these interviews.
PRESENTING YOURSELF AT INTERVIEWS

• Practice non-verbals before the interview
  o Do a mock interview at the EOC or UCC, record yourself answering questions, or practice with family/friends to work on phrasing and to catch habitual movements and filler words
• Get plenty of sleep and arrive early to the interview
• Dress comfortably but professionally (default dress code is a suit or similar unless directed otherwise)
• Firm handshake
• Open, relaxed stance with good posture
• Smile (especially when meeting people)
• Make eye contact and nod appropriately to indicate that you are listening
• Practice good personal hygiene before the interview (shower, brush your teeth, etc.)
• Turn off your cell phone or leave it behind

WHAT TO BRING

• A portfolio or nice folder
• A few copies of your resume
• A notepad and pen
  o Always ask if you can take notes – this will help you remember key details and provide an opportunity to break eye contact naturally while writing.
• Anything else the employer specifically requests

FOLLOWING UP

• Send your interviewers a thank you email or connection request on LinkedIn with a thank you note
• Tip: When taking notes, use a different page for each interviewer. Write down your interviewer’s name and the specifics you talk about with him/her. This will make it easier to remember specifics for your thank you note to make it more personal.

Contact the EOC at coe.careers@ttu.edu with any questions.