

# Guide to Interviewing

## Tips:

- Know the main talking points of your resume.
- Build your vocabulary to add variety and reduce unnecessary repetition.
- Practice talking about your experiences and qualifications with a concolor.

## Describe Yourself:

- The first thing an interviewer may ask of you is to give them a quick summary of who you are. Practicing a quick, effective summary--an elevator pitch-- may come in handy!
- To prepare for this task, research the organization; know their mission, vision, values, and current projects. Highlight details about yourself that align with the company.
- Research yourself. Know the main points of your resume so you can recount them in your pitch. Which experiences do you have that make you appealing for this company or position specifically?

## Potential Interview Questions:

- What relationship do you see between your educational background and this position?
- How does your past work experience relate to this position?
- Where do you see yourself in 5 years?
- What skills and abilities would you utilize in this position?
- Why are you interested in the position?



## Consider:

- The culture, location, and organization you are applying to may have different dress code expectations.
- The field you are going into will affect attire.

## Dressing for an Interview:

- Make a good impression at your interview by wearing professionally appropriate clothing.
- Clothing should be wrinkle, rip, and stain-free.
- Avoid casual clothing like shorts or athletic wear.
- Review the organization's website for dresscode or pictures of employees

## Preparing your Responses:

- Draw from your resume to answer questions about your education and experience.
- When talking about your work experience, discuss specific tasks you performed and skills you gained from the role.
- Relate your education, experiences, goals, and skills to the organization and position. Express how they have prepared you for the position.
- Demonstrate knowledge of the organization and state specific reasons for wanting to work there.



# Career Center Resources:

## Interview Coaching:

- Interview coaching appointments are available at the Career Center.
- In these appointments, our staff members will discuss with you the ins and outs of interviewing.
- These appointments are an informal opportunity to talk through the interview process and to practice answering questions and receiving feedback in a conversational way.

## Mock Interviews:

- Career Center provides mock interviews for skill enhancement.
- Review suggested questions in the handout beforehand.
- Focus on genuine responses rather than memorization.
- Bring job posting, dress appropriately, and arrive punctually.
- May record the interview for self-assessment upon request.

## On-Campus Interviews:

- Once you've applied to some jobs in CareerLink, you can check if you've been invited to interview under "My Interviews."
- Click "Schedule Interview," select a date and time, and submit.
- Reserve an interview room in the Career Center. You may bring a laptop or request to use the computer provided. The interviewer should provide you with the meeting link.
- You can view interview details and updates under "My Scheduled Interviews."
- If you have any questions or concerns before your interview, contact the Career Center directly.



To make an appointment,  
use your Navigate account or  
call 207-581-1359.

## Example Question & Answer:

### *"Why did you choose your major?"*

"I chose animal sciences concentrating in veterinary practices as my major because my strengths in school were in the sciences, and my interests with animals. I gained experience volunteering at a veterinary clinic near home and I continue to have a strong desire to help animals. I am currently working as an intern with a veterinary practice, and I hope to use all of my experiences and preparation in this role."



## More Potential Questions:

- *What was your favorite class? Why?*
- *What are your strong points?*
- *What is your weakest area?*
- *Is there a skill you would like our help to develop?*
- *Describe a situation where you worked with a team.*
- *Tell me about your leadership experience.*
- *How do you deal with stress?*
- *What do you know about our company and this position?*
- *Why are you a good fit for this company and this position?*
- *Do you have any questions?*

## Tips:

- When asked about your weaknesses, focus on skills you can learn on the job.
- Prepare a few questions for the interviewer.

## Examples:

*What do you like most about working for this organization?*

*Can you describe a typical day for an employee in this position?*



# Behavioral Interviews:

## Remember:

### The SAR Method

#### **Situation:**

Describe the problem/event, the facts, and the people involved.

#### **Action:**

What was your plan?  
What steps did you take?

#### **Result:**

Describe the outcome.  
Did you achieve your desired result?

## What are behavioral interviews?

- Behavioral interview questions are designed to make you describe specific situations.
- The interviewer will be looking for details rather than generalizations.
- The interviewer is trying to find out how you acted in the past rather than asking how you would act in the future.

## Sample Behavioral Interview Questions:

### **Communication Skills**

- Describe a time that you used spoken communication skills to persuade others.
- Describe a job experience in which you had to speak up to let others know your thoughts or feelings.
- Describe a situation in which you were able to positively influence the actions of others in a desired direction.
- Give an example of a time you dealt with conflict.

### **Setting Goals**

- Give an example of an important goal you had set and how you succeeded in reaching it.
- Describe a goal you have set for yourself. How do you plan to reach it?
- Describe a time when you tried something new and failed.

### **Decision Making**

- Describe in detail the process you generally go through to make a decision.
- Describe a time you had to make a quick decision. What was the outcome?



## Sample Behavior Interview Questions Cont:



### **Problem Solving**

- Describe a situation when you had to solve a problem.
- Describe how you have used good judgment to solve a problem.

### **Team Work**

- Describe a time you used teamwork to get a job done.
- Describe the role you typically take in group work. Describe how comfortable you are taking on a different role if required.
- Describe a time you were able to motivate a group and how you did it.

### **Adaptability**

- Describe a time when something unexpected and/or difficult happened. How did you overcome that difficulty?
- Describe a time during any job you've held in which you were faced with problems and stressors that tested your coping skills. What did you do?
- Describe a time you conformed to a policy you did not agree with.

### **Work Environment**

- Describe the most important project/written document/presentation you were asked to complete.
- Describe the most creative work project you have ever carried out.
- Describe a time when you had too many things to do and how you prioritized your tasks.

## Follow-Up Emails:



**When following up after an interview, email the interviewer with gratitude and enthusiasm.**

- Thank them for their time.
- Let them know that you have been prepared by your experiences for the role, and are excited to take it on.
- Thank them for the opportunity.
- Leave contact information for further meetings or discussion.

### **Remember:**

Keep a level of authenticity during your interview. It is first and foremost a conversation! You want to sound relaxed and not rehearsed.