

ARE YOU GOING ON AN INTERVIEW?

READ THIS BEFORE YOU DO!

Interview tips offered by the FAU Career Center

PREPARATION IS VITAL! Review these helpful tips on what to do during and after an interview. Practice these tips by making an appointment with the FAU Career Center.

Common Interview Questions to Prepare For:

1. Tell me about yourself!
2. What are your greatest strengths? Weaknesses?
3. Did you like your previous employer and position?
4. What attracts you to this industry?
5. What accomplishments are you most proud of?
6. Where do you see yourself five years from now?
7. Give me an example of a time when you were working as a team and someone disagreed with your ideas.
8. Describe a leadership situation that you would handle differently if you had to do it over again.

The **STAR** Method may be used for Behavioral Questions:

Situation - Describe the situation you were in or the task that you needed to accomplish.

Task - What goal were you working toward?

Action - Describe the actions you took to address the situation, keeping the focus on you.

Result - Describe the outcome of your actions. What happened? What did you accomplish? What did you learn?

Helpful Hints:

- Give descriptive examples whenever you can throughout the interview. The true stories you tell about yourself will differentiate you from the other applicants.
- Be prepared to discuss your academic and work background, career interests and personal goals, strengths and weaknesses, special skills or talents, accomplishments, and leadership roles.
- Turn any negative statements into positive ones, for instance when asked, "What are your weaknesses?"
- Watch the interviewer for clues on how the interview is progressing. Is the interviewer's face or body language telling you that your answers are too long, not detailed enough, too boring, etc.? If in doubt, ask the interviewer if more or fewer details are needed.
- Listen carefully to the question and the way it is phrased. If it can be interpreted in more than one way, and if you are unsure what the interviewer really wants you to discuss, ask for clarification.
- DO NOT inquire about salary, bonuses, or benefits during the initial interview. If you are pressed to give a salary expectation, turn it around to the interviewer and ask what the organization would ordinarily pay a person with your credentials. To prepare for these types of questions, try to obtain this information by speaking to people in the field prior to your interview or go to the internet site www.salary.com.



WHAT NOT TO DO:

1. Show a lack of enthusiasm
2. Have unprofessional behavior
3. Do poor research prior to the interview
4. Misrepresent yourself and/or your credentials to employers
5. Show a lack of direction in your career
6. Present weak communication skills
7. Failure to market yourself and your qualifications

Sample Questions to Ask Employers:

Think about what is important to you and what will help you succeed in this position.

1. Upon what criteria will my performance be evaluated? How and when is this done and by whom?
2. Describe the kind of people who thrive in your company.
3. What are the key competencies of a successful employee?
4. How would you describe the management style of the person who would be supervising me?
5. What are the major issues this organization currently faces in this industry?
6. What are the opportunities for increased responsibility within the organization? Is there a commitment to promote from within?
7. How does this job and department fit into the organization as a whole?
8. How would you describe the corporate culture?
9. What opportunities exist for professional development and continuing education/training?

KEY ITEMS TO REMEMBER:

Dress appropriately, be on time, and remember, the keys to a successful interview are to BE PREPARED, BE PROFESSIONAL, AND MARKET YOURSELF EFFECTIVELY!

AFTER THE INTERVIEW

- As soon as possible, make notes of what was discussed in the interview.
- Respond promptly to any employer request, including transcripts or references.
- Follow up immediately with a thank you letter thanking the employer for their time and consideration, also reemphasizing your interest in the company/position. If the Interviewer indicates a preference for email communication, utilize email instead of "mailed" correspondence.
- If you do not receive a job offer (especially if you felt the "fit" was very good), you may want to contact the interviewer to get feedback on your performance. It could be they hired someone with better qualifications, or you did not adequately present your qualifications, thereby causing an incorrect assessment of your capability. This feedback may help you be more successful for future interviews!

To sign up for a Mock Interview, please call the FAU Career Center at
 Boca Raton: (561) 297-3533 or Davie & Jupiter: 954-236-1214

