INTERVIEWING STRATEGIES
WHAT IS INTERVIEWING?

• An introduction
• A screening tool
• Storytelling
• Sales
BEFORE THE INTERVIEW - RESEARCH

• Sources of information: website, annual reports, books, other publications
  – Go to company informational sessions

• Recruiters at Career Fairs

• Informational Interview
BEFORE THE INTERVIEW-
ORGANIZE YOURSELF!

- Assess your skills, values, achievements
- Do your research.
- Practice interview questions.

- OPTIMAL RESUME!
  - Practice minimum 20 questions for 4 hours
INTERVIEW FORMATS

• Phone (Screening)
• Panel Interview
• Behavioral
THE PHONE INTERVIEW

• Screening tool

• Minimizes expenses

• Just as important as a live interview
PANEL INTERVIEWS

Purpose:
- Efficiency

Simulations ►
- enable the process
- talk, but not too much
- listen
- involve others
BEHAVIORAL INTERVIEW

The Premise:
“Past Performance = Future Behavior”

The Process:
Structured Stories
What you have to offer

- **Skills**
  - Data
  - People
  - Things

- **Knowledge**
  - Courses, special knowledge

- **Abilities**
  - Character qualities
  - Personal strengths
Structured Storytelling

- Stories are easy to remember
- Concrete and relevant examples
- Be brief and concise
The STAR response

- S = Situation
- T = Task
- A = Actions
- R = Results
Practice

• “Tell me about a time when you overcame a conflict with a team member.”

Remember:

Situation
Task
Action
Result
Practice

• Why do you want this job?

- MAKE money
- SAVE money
- BUILD the team,
  “strengthen the bench”
OVERCOME OBJECTIONS

• Know your weaknesses
• Overused strength strategy
• Explain your compensation/remedy
CLOSING THE INTERVIEW

- Have a list of 5-10 questions
- What is the next step?
- Collect business cards
AFTER THE INTERVIEW

- Thank you notes
- Follow-up
- Track your progress
- Keep networking
INTERVIEW BASICS

- Wardrobe/Hygiene
- “Carry-ons”
- Arrive Early
- First Impressions
- Non-verbal vs. Verbal Cues
- Know the interviewers
- Become an Active Listener
GOT QUESTIONS?
If you need further assistance...

The Willamette Career Center
University Center 3rd floor
(503) 370-6413
www.willamette.edu/dept/careers/