

# INTERVIEW PREPARATION



The purpose of an interview is for the employer to see if you have the experience and skills to undertake a job, and gauge if you are a good fit for their organization. This is also a time for you to assess if the organization is a good fit for you. Being prepared is paramount to your success.

## PREPARING FOR THE INTERVIEW

- 1 Research the employer to be informed about the organization's products, services, values, culture, and upcoming projects. Use their website, social media accounts, Glassdoor.com and other resources to conduct your research.
- 2 Match your skills and qualifications to the job description
- 3 Practice makes perfect! Use the Career Center to practice for your upcoming interview. (careers@utep.edu)
- 4 Explore interview preparation resources at Indeed's Job Search Academy and get the tools you need to succeed in your next interview.
- 5 Attend one of our Mastering the Interview workshop.
- 6 Prepare your professional attire and plan to arrive 15 minutes early. You can access FREE professional clothes at UTEPs Career Closet.



## TYPES OF INTERVIEW QUESTIONS

### TRADITIONAL



Questions designed to pinpoint aspects of your personality, work ethic, and history.

- Ex: Tell me about yourself.
- Ex: What is your greatest strength/weakness?

### TECHNICAL



Questions designed to measure your problem-solving skills and technical knowledge required for a position. It is important to allow the interviewer to hear and understand the process of how you arrived at an answer or approach to a problem.

- Ex: What are key factors financial analysts should consider when evaluating prospective investments?

### BEHAVIORAL



Questions designed to evaluate past performance in order to predict future performance. Be sure to answer using the S.T.A.R. Method.

- Ex: Share an experience when you failed. What did you learn?
- Ex: Describe a situation when your work was criticized. How did you handle the feedback and incorporate it into your future work?



View our YouTube video about the **S.T.A.R Method**

# Answering Behavioral Questions

## OVERVIEW:

**Behavioral interviewing** is a common type of interview format used by employers to evaluate your **past behavior** in order to predict your **future behavior** in a particular situation. Use the **S.T.A.R. Method** to help you answer behavioral questions.

## EXAMPLES OF BEHAVIORAL INTERVIEW QUESTIONS:

1. Describe a major problem you faced and how you dealt with it.
2. Give an example of when you worked in a group to accomplish a task or project.
3. What class did you like the most? What did you like about it?

## TIPS:

- ✦ Prepare short descriptions of each situation.
- ✦ Ensure each story has a beginning, a middle, and an end.
- ✦ Be sure the outcome or result reflects positively on you.
- ✦ Be honest, don't embellish or omit any part of the story.
- ✦ Be specific, don't generalize on details.

## THE S.T.A.R. METHOD

The **S.T.A.R. Method** is a technique you can use to answer behavioral questions in a thoughtful, concise manner. The following example shows how you might use the S.T.A.R. Method to answer this behavioral interview question:

### Ex. "Tell us about a time when you had to coordinate an event"

#### **Situation:** Describe the situation, provide the interviewer with context

Ex. "I was volunteering at the local animal shelter and we needed to increase adoptions and fundraise."

#### **Task:** Help the interviewer understand the task at hand, and describe the job that needed to be accomplished

Ex. "I worked with the Assistant Director and a team of four volunteers to develop a plan of action. I proposed an APAW-tion 5K."

#### **Action:** Talk about YOUR strategies and actions. WHAT did YOU do?

Ex. "I designed a promotional packet for social media and the local news. With the support and guidance of my supervisor, I reached out to local news stations and newspaper to begin advertising the event."

#### **Result:** Explain the outcome of the situation and the results of your actions

Ex. "I was able to gain advertisement, free of charge, from three local news stations and published an ad in the local paper. The event was a success with over twelve adoptions and \$2,500 raised for future events."