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 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 **more** 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. **Prepare** your professional attire and plan to arrive 15 minutes early. You can access FREE professional clothes at the **UTEP Career Closet**.

Career Closet
University Career Center

TYPES OF INTERVIEW QUESTIONS

🔍 Traditional

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

Example: Tell me about yourself.

Example: What is your greatest strength/ weakness?

🔍 Technical

are 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.

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

🔍 Behavioral

are designed to evaluate past performance in order to predict future performance using the S.T.A.R. method.

Example: Share an experience when you failed. What did you learn?

Example: Describe a situation when your work was criticized. How did you handle the feedback and incorporate it into your future work?

TAKE ACTION

1. Attend a **Mastering the Interview workshop**
2. Schedule your **Interview Coaching Session at carreers@utep.edu**.
3. Use **LinkedIn.com Interview Prep** under the "Jobs" section to practice

THE S.T.A.R. METHOD

Answering Behavioral Questions

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. **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"

S

SITUATION: Provide details of an experience relevant to the question.

Ex. "I was volunteering at the local animal shelter and proposed an APAW-tion 5K to help increase adoptions and fundraise."

T

TASK: Describe the strategies for executing your goal.

Ex. "I worked with the Assistant Director and a team of four volunteers to develop a plan of action and assign roles."

A

ACTION: Explain what YOU did in this role in detail and how YOU accomplished it.

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."

R

RESULT: Describe the impact of your actions. If negative, explain what you would do differently.

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."

YouTube video: The STAR Method

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