



How to Conduct an Interview

- 1) Lessons/Topics Covered: Gain understanding of an Interview and its benefits.
- 2) Mentee Objective covered:
 - a) Assist mentee in preparation for a potential interview.
- 3) Goals/Objectives of this Lesson:
 - a) Understand how to prepare for and conduct an interview.
 - b) Understand how to follow-up from an interview.
- 4) Sources
 - a) Tuckerton, Russell. 15 Minutes to a Better Interview: What I Wish EVERY Job Candidate Knew. Amazon.com. Kindle Edition.
 - b) <https://ascareerservices.osu.edu/guides/interviewing>
 - c) Kelley, Thea. Get That Job!: The Quick and Complete Guide to a Winning Interview Plovercrest Press. Kindle Edition.
- 5) Read Ahead(s)/ Homework Assignment
 - a) None
- 6) Lesson Notes
 - a) Simple Rules of Thumb (Source A)
 - i) Dress up
 - ii) Whether this is your dream job or not, act as though it is.
 - iii) Do not ramble.
 - iv) Research my company and our products.
 - v) This is about what you can do for my team and my company.
 - vi) When providing examples, emphasize teamwork.
 - vii) Provide alternate but related examples if you don't match a direct experience question.
 - viii) Don't volunteer personal information.
 - ix) Be confident but not arrogant.
 - x) Always ask about next steps.
 - xi) Your interview starts when you get out of your car/train/bus.
 - xii) You want the job for the challenges and ability to make contributions based on your skills and experience.
 - b) Responding to Questions (Source A)
 - i) How you respond
 - (1) Always pause after question for 2 to 4 questions and look thoughtful depending on complexity of question
 - (2) Most answers are 3-4 sentence response or less. (I would delete this bullet point. A majority of the answers, based on questions recruiters are currently asking, will take more than 3-4 sentences. I do like the next bullet point about answer length. It's important not to ramble. Be concise in your answers.)
 - (3) Some behavioral interview questions (i.e. "story" questions) may take 3-5 minutes to answer. Be prepared to give a quick summary of your career at the beginning.
 - ii) What you respond with
 - (1) Interview questions are designed to help the hiring manager understand you better as a person as well as whether you are qualified and can be successful in the role.



- (2) Items they are looking for:
 - (a) Do you have education/training relevant to what this role requires?
 - (b) Are you a team player or more interested in personal credit/recognition/salary? Will you fit in a team? Will people respect you?
 - (c) Are you mature? Do you get emotional in tough situations? Can you manage conflict?
 - (d) Do you have critical thinking skills? Recognize what is important and can prioritize.
 - (e) Do you put the interests of the company first? Are you enthusiastic?
 - (f) **Do you have leadership skills? Do you have communication skills?**
- iii) Your body language
 - (1) Don't slouch. Sit up straight and monitor your hands. Talk with hands if natural.
 - (2) Sporadically lean in on the conversation. Always make eye contact.
 - (3) Don't play with lips, ears, or clothes.
 - (4) No heavy perfumes, cologne, or a ton of jewelry. Dress professionally.
- c) Interview preparation checklist found on source B
 - (1) Understand that social media is the best tool for interviewing preparation. This includes: OSU Alumni Fire, Twitter, and LinkedIn.
- d) **Eight** Key Interview Questions
 - i) Why are you interested in this position / our company?
 - ii) Why are looking to leave your current position? (Only if this applies)
 - iii) What is important to you in a work environment?
 - iv) Why should we hire you / What makes you the best candidate for this role?
 - v) Tell me about a specific situation where you failed.
 - vi) Tell me about a past accomplishment you are especially proud of.
 - vii) Tell me how you handle conflict at work.
 - viii) **Tell me about your strengths/weaknesses?**
- e) For each story that you address in a question, use the **STAR** principle:
 - i) **Situation:** Put story in Context, identify the pain points, and keep it brief.
 - ii) **Task:** Describe the specific task being asked of you; this can often be combined/interweaved into the first part, i.e., Situation.
 - iii) **Actions:** Give just enough detail, but don't get granular, and watch out for "we" (make clear what part you actually played).
 - iv) **Results:** Describe impact, quantify if you can, give evidence that your work was great, and give a sound bite (quote compliment from boss, if you can).
 - v) Use **REV** points (key points that are **R**elevant, **E**xceptional, and **V**erifiable)
- f) Follow-Up from Interview
 - i) Understand when you leave, who should you follow-up with in the company, and a timeframe.
 - ii) Send email or letter (preferred) to those who interviewed you and thanking them for your time. **(Take out the word "preferred" in parenthesis. Recruiters tell us they have not preference, but note that an email gets to them quicker and you'll know for certain they are reading it.)**
- 7) Post Lesson Assignments
 - a) Do a mock interview with your mentor.
- 8) Lesson(s) Learned Feedback
 - a) Include any lessons learned from this module. Can be transferred to bi-monthly report.