**Interview Preparation for Job Interviews**

**Project Worksheet**

**Task 1. Introduction and Gmail Sign In**

**Task 2**. **Access Interactive Files**

**Task 3**: **Prepare for 5 Different Types of Job Interviews**

**Task 4**: **Prepare for the Most Common Interview Questions**

**Task 5**: **Prepare for Best Practices BEFORE the Job Interview**

**Task 6**: **Prepare Strategic Questions at the END of the Job Interview**

**Task 7**:  **Prepare for Best Practices AFTER the Job Interview**

**Task 2**. **Access Interactive Files**

**Document overview and how to use with the project**

**Create a copy**

**Task 3**: **Prepare for 5 Different Types of Job Interviews**

**Phone Interviews**

**Why do companies conduct Phone Interviews?**

* **To speed up the hiring process**
* **To identify the most qualified candidate**
* **To eliminate unqualified candidates**

**Phone Interview**

**Emily - Skilled Project Manager**

**List 3 Action Items you think Emily should prepare for a Phone Interview**

**1.**

**2.**

**3.**

**Problem Solving Interviews**

**Why do companies conduct Problem Solving Interviews?**

* **To identify, test and measure how the candidate will approach a difficult and unusual situation**
* **To observe how quickly think under pressure**
* **To to test your analytical/Critical/Technical skills**

**Problem Solving Interviews**

**Sandy - Skilled Software Engineer**

**List 3 Action Items you think Sandy should prepare for a Problem Solving Interview**

**1.**

**2.**

**3.**

**Group/Panel Interviews**

**Why do companies conduct Group/Panel Interviews?**

* **To allow everyone to conduct the interview at the same time**
* **To observe how you work well with a particular group**
* **To eliminate any personal bias**

**Group/Panel Interviews**

**Amit - Teaching Assistant**

**List 3 Action Items you think Amit should FOCUS on for a Group/Panel Interview**

**1.**

**2.**

**3.**

**Behavioral (Face-to-Face) Interviews**

**Why do companies conduct Behavioral (Face-to-Face) Interviews?**

* **To allow the hiring manager time to get acquainted with the candidate without the resume**
* **To predict a candidate’s suitability based on their past behavior in past jobs**
* **To determine if the candidate is qualified for the role by using storytelling.**

**What is a STAR Technique?**

* **Situation - Tell me about a situation you faced**
* **Tasks - What challenges were barriers in the situation**
* **Obstacle - What specific actions did you take to solve the problem?**
* **Results - What were the overall results you achieved?**

**Sample STAR Technique**

**S - Situation: My director requested I organized a “ALL HANDS” meeting for our upcoming West Coast Sales Team.**

**T - Tasks: Although I had organized large events in the past, our west coast sales team consisted of over 100 Sales Representatives. This required scheduling hotel reservations, transportation to and from the hotel as well as scheduling the speaker agenda.**

**A- Actions: I organized a Google spreadsheet with categories of names, hotels and transportation information, and I worked closely with the sales west coast contact person for direction.**

**R- Results: The project was successful and my director acknowledged my work during the “ALL HANDS” meeting as well as awarded me a gift certificate for two at Sandy’s Steakhouse.**

**(For more information about the STAR Technique, register for Coursera courses: “Job Search Communication Tools - Departure & Personal Statements” and “Accomplishment STAR Technique for Job Interviews”)**

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**Behavioral (Face-to-Face) Interview**

**Irene - Marketing Manager**

**List 3 Action Items you think Irene should PREPARE for a Behavioral (Face-to-Face) Interview**

**1.**

**2.**

**3.**

**Video/Zoom Interviews**

**Why do companies conduct Video/ZOOM Interviews Interviews?**

* **Save the cost of travel, hotel, food, ect.**
* **Alternative to phone interviews**

**Video/ZOOM Interviews**

**Jennifer - Skilled Accounts Payable Clerk**

**List 3 Action Items you think Jennifer should prepare for a Video/Zoom Interview**

**1.**

**2.**

**3.**

**Task 4**: **Prepare for the Most Common Interview Questions**

**What are the most common interview questions?**

* **Why are you interested in working for our company?**
* **Describe a time when you had to work with a difficult co-worker**
* **Tell me about a time when you had to adapt to a situation quickly?**
* **Please share a weakness/strength**

**One of the most common interview questions**

**Name one strength you have and what was the outcome**

**I am very good at decision making. At my previous company, a problem emerged that needed a decision made quickly to determine the outcome of the project I was mananing. I wrote out the pros and cons that best fit the company, and I was able to save a significant amount of money as well as cut costs. The project was very successful, and the company rewarded me with a nice pay increase.**

**Highlight in GREEN what you think is a strength and an outcome**

**I am very good at decision making. At my previous company, a problem emerged that needed a decision made quickly to determine the outcome of the project I was mananing. I wrote out the pros and cons that best fit the company, and I was able to save a significant amount of money as well as cut costs. The project was very successful, and the company rewarded me with a nice pay increase.**

**Name one weakness you have and what are you doing to overcome it**

**I am a very detailed and organized professional, however, I notice that I can over analyze the problem which at times will slow down the project and not allow the project to move forward. I am aware of this and I am learning how to delegate to other capable colleagues and staff members.**

**Highlight in GREEN what you think is POSITIVE about this weakness and what you would do to overcome it**

**Name one weakness you have and what are you doing to overcome it**

**I am a very detailed and organized professional, however, I notice that I can over analyze the problem which at times will slow down the project and not allow the project to move forward. I am aware of this and I am learning how to delegate to other capable colleagues and staff members.**

**Task 5**: **Prepare for Best Practices BEFORE the Job Interview**

**Why do I need to prepare for Best Practices BEFORE the Job Interview?**

* **It prepares you for the real interview**
* **It relieves stress and increases your confidence level**
* **It allows you to provide the best answers**

**Best Practices BEFORE a Job Interview**

**List 4 Best Practices you think you should prepare for a Job Interview**

**1.**

**2.**

**3.**

**4.**

**Task 6**: **Prepare Strategic Questions at the END of the Job Interview**

**Prepare Strategic Questions to ask the Hiring Manager**

**at the END of the Job Interview**

**List 4 Strategic Questions you would ask the Hiring Manager at the END of the Job Interview**

**1.**

**2.**

**3.**

**4.**

**Task 7**: **Prepare Strategic Questions at the END of the Job Interview**

**Prepare for Best Practices AFTER the Job Interview**

**List 4 Prepare for Best Practices AFTER the Job Interview**

**1.**

**2.**

**3.**

**4.**

[**https://www.thebalancemoney.com/types-of-job-and-employment-related-interviews-2061343**](https://www.thebalancemoney.com/types-of-job-and-employment-related-interviews-2061343)

[**https://www.themuse.com/advice/10-types-of-interviews-and-how-to-ace-them**](https://www.themuse.com/advice/10-types-of-interviews-and-how-to-ace-them)