



Interviews and Big Interview Site

Professional Development and Academic Skills



University of Dayton
U Dayton Global



Objectives

- **Explore the Big Interview site**
- **Understand competency-based job interviews**
- **Complete the Interview Quiz**
- **Practice answering competency-based questions using the STAR technique**
- **Video record your answer to a STAR question**



Photo from Microsoft Office

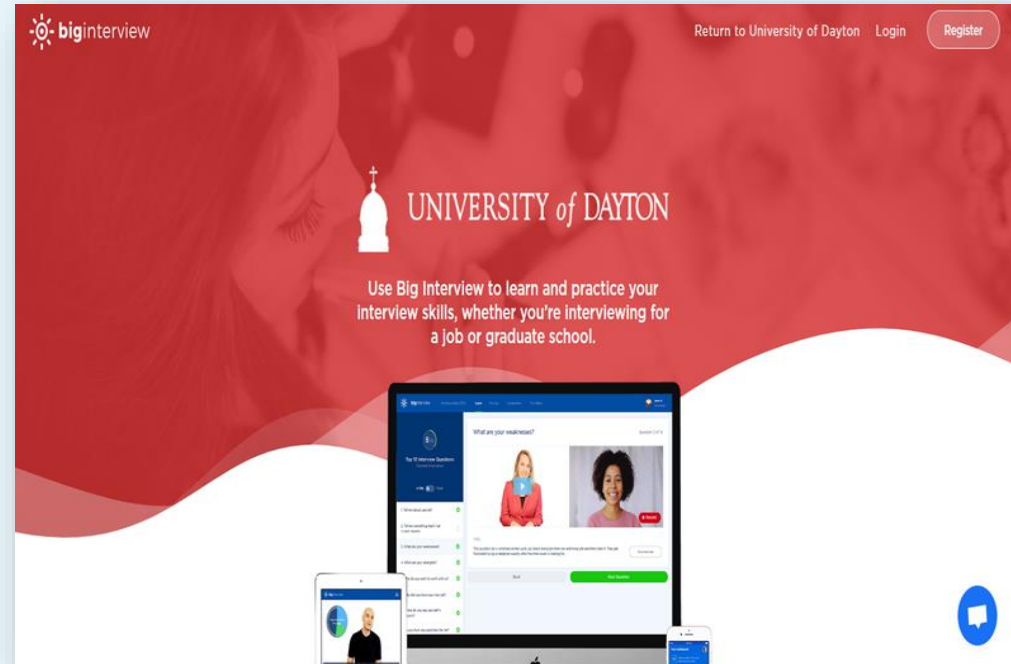


Big Interview

- **Big Interview** is a free tool to practice your interview skills and learn from experts.
 - You can even practice through the app, which is available in the App Store or by using Google Play.
 - Let's look at how Big Interview can help you.
- **LEARN:** Short 5–6-minute videos with expert advice on how to craft an interview answer (especially the tricky "Tell me about yourself"), different interview formats and more!
 - **PRACTICE:** Respond to a wide range of interview questions from general to industry-specific. Then look back at how you did.
 - **ANSWER BUILDER:** Record the stories to highlight your skills in one place for easy review before future interviews.

Creating an Account on Big Interview

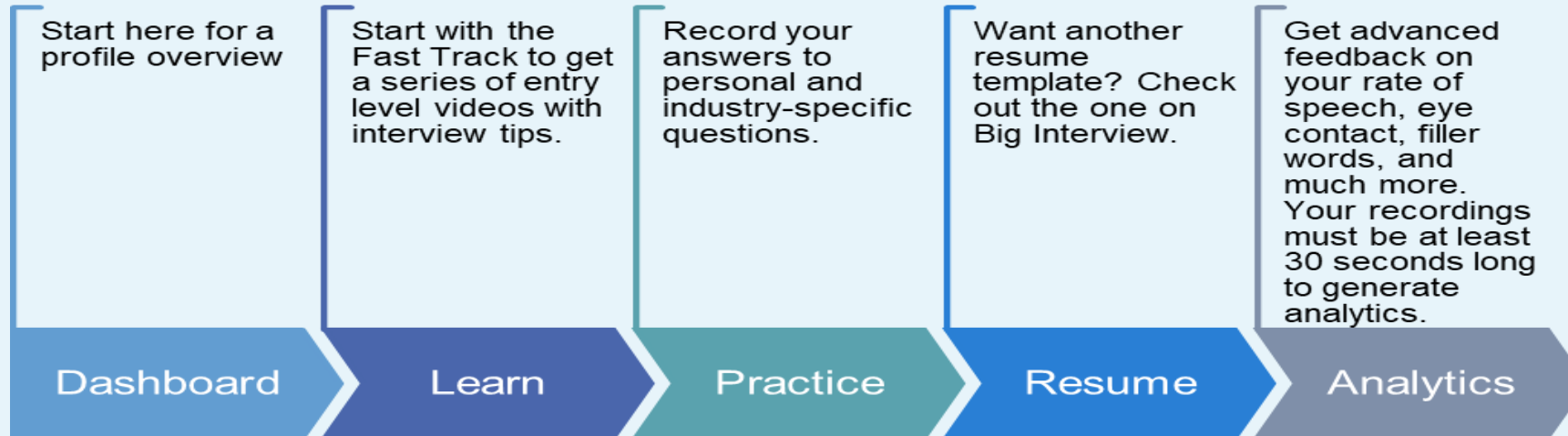
- Remember that **the purpose of a resume is not to get a job; it's to get an interview.**
- Let's start by creating an account:
<https://udayton.biginterview.com/>
- You need to use your **Dayton email address** to create an account.





Key Features

Let's look at the Big Interview website to explore the key features.



Big Interview Feedback: Disclaimer

- Feedback may vary based on accent.
- Feedback is not immediate.
- Depending on how long your recording is, it could take several minutes to generate a report.



DISCLAIMER



Types of Interviews

- Before you jump into **Big Interview** to practice interviews, let's take a look at different **types of interviews** and the **strategies** to prepare for these interviews.

We'll explore two type of interviews:

- **Competency-based interviews**
- **Technical-based interviews**

Questions: Competency-based Interviews

Raise your hand on Zoom to answer these questions:

1. What does it mean to be **competent** in something? (Don't confuse it with skills!)
 - **Skills** are the specific **learned abilities** that you need to perform a given job well, such as coding or handling accounts.
 - However, to be **competent** in a skill **depends on the attitude and behaviors that led you to perform a task successfully.**
2. Who can explain the meaning of **competency-based interview questions?**
 - Let's read the answer in the next slide.



Photo from Microsoft Office



Competency-based Questions



- Competency-based interview questions, which are also called **behavioral interviews** are a popular tool among employers and recruiters because the **best predictor of future success is past performance**.
- The hiring committee asks questions about your previous work experience in order to identify your **skills, traits, and abilities**.
- Your aim is to demonstrate your competency in relevant areas, such as **problem solving, leadership, conflict resolution, communication, strategic planning, time management, and so on**.



Questions: Competency-based Questions



Raise your hand on Zoom to answer the questions. What would the interviewer want to know if they asked you the following questions?

- 1. Tell me about an experience at work when you were under intense pressure.**
What was going on and how you handled the stress.
- 2. Describe a time when you had to be extremely organized and strategic with your responsibilities to meet all of your top priorities.**
How you did it. Demonstrate what steps you took and what you prioritized.
- 3. Give me an example of a time when you saw a problem at work.**
What steps you took to correct the issue to see your problem-solving skills.



Common Themes for Questions



Teamwork
Responsibility
Problem solving
Organization
Customer service
Showing initiative
Decision making
Openness to change
Being proactive

Communication
Leadership
Commercial awareness
Conflict resolution
Career motivation
Trustworthiness and ethics
Creativity
Flexibility
Safety consciousness

How do You Answer a Competency-based Question?

Use the **STAR** method!
You tell a story in 4 parts:

S = Situation

T = Task

A = Action

R = Result



Photo from Microsoft Office



The Key Point of Storytelling

You should show, not tell. Who can explain the meaning of the phrase “show, don’t tell”?

1. Tell a story with **actions, senses, and feelings**.
2. Give specific details that help the audience experience and remember what happened.
3. Share voices of other people. (My supervisor Betsy smiled and said, “Whew, you really took a load off my shoulders.”)



Photo by [Usman Yousaf](#) on [Unsplash](#)

Example of a STAR Story: Situation



Interview Question:

- Talk about a time you took on responsibility for a difficult task at work. How did you deal with the challenge?

Situation: 2-3 Sentences to give an overview of the context

- During a Friday staff meeting, we were informed for a volunteer to fix some last-minute bugs in [redacted] we were about to launch. The team leader in charge had unexpectedly called in sick and we needed patches by Monday, and everyone was tense.

Shows feelings

Example of a STAR Story: Task



Interview Question:

- Talk about a time you took on responsibility for a difficult task at work. How did you deal with the challenge?

Task: 2-3 sentences describe your specific role

I was familiar but not proficient with the programming language for this project, but I felt a sense of responsibility to the company. My supervisor needed someone to quickly figure out why it was crashing. I was also curious about the code errors and interested in expanding my skill set.

Shows dedication

Shows proactive attitude

Example of a STAR Story: Action



Interview Question:

- Talk about a time you took on responsibility for a difficult task at work. How did you deal with the challenge?

Action: 2- Describing the specific actions you took

Follows chronological order
Use of time transitions

- **First**, I focused on learning the role of my colleague. I also sat down with my supervisor to ask specific questions about the product's design and functionality. **That evening** I took a two-hour online course to get a better grip on the programming language. **Over the weekend**, I experimented with a variety of fixes. **By Monday**, I was able to complete the debugging process.

Example of a STAR Story: Result



Interview Question:

- Talk about a time you took on responsibility for a difficult task at work. How did you deal with the challenge?

...ances describing positive result(s)

Showing not telling

Shows problem solving

...y the project was a success. The product was launched without any further issues. My league returned, she said, "Great job!" The company's revenues that quarter were robust. Personally, I was able to apply what I learned to our next project, which ran into similar bugs.



Tell Me About Yourself

- One of the most common and most dreaded interview questions is “**Tell me about yourself.**”
- How do you answer this question?
- Craft a true story using the **STAR method** describing your past accomplishments.
- **After class**, watch the video about how to answer this question with Pamela Skillings on **Big Interview**:
https://udayton.biginterview.com/members/curriculum/fast_track?lesson=wxpl9hpr0k



Photo from Microsoft Office



Quiz Time

- Now that you've learned about interviews, you're ready to complete the **Interview Quiz**, which you'll find under **Active Participation** on Isidore.
- Remember that you have **10 minutes** to complete it once you've opened it.
- You can start now!



Photo from Microsoft Office



Your Turn: Practice STAR

- Prepare your **STAR answer** to an interview question with the guidance of the following four slides.
- I'll give you **10 minutes** to prepare it.
- Then, you'll go to Breakout rooms to practice your STAR answer.



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Interview Question and STAR Answer



Photo from Microsoft Office

Interview Question:

Describe a difficult and time-sensitive task you achieved while working as part of a team. What role did you play to ensure success?

What skills is the question asking you to demonstrate competency in?

- Teamwork
- Interpersonal skills
- Time management
- Perseverance

If you have limited work experience, choose an example from school, like a group project, club, or study group.



Step 1: Situation

Photo from Microsoft Office



Brainstorm your **Situation** in a Word document (3 minutes).

Example Situation sentences:

1. One morning I was working at my desk, when an unexpected memo landed in my inbox.
2. In my previous job, a new and inexperienced manager joined the team. I thought the change was refreshing, but not everybody agreed.
3. When I was fresh out of college, I joined a software company that was facing major challenges adapting to new trends.



Step 2: Task

Brainstorm your **Task** in a Word document (2 minutes).

Example Task sentences:

1. Since my colleagues weren't getting along, it was my task to bring them together, sort out the issue, and figure out how to move forward as a team.
2. I felt it was my responsibility to bring up the flaws in the design now rather than later. I also had to come up with a diplomatic way to give feedback to our clients.
3. Our data privacy system was effective but complicated. My job was to develop a more user-friendly interface.

Photo from Microsoft Office





Step 3: Action



Brainstorm your **Action** in a Word document (3 minutes).

TIP 1: Organize your actions chronologically, from first to finally.

- **First,**
- **Next,**
- **After that,**
- **Then**
- **Finally,**

Tip 2: Use action verbs such as **implement, lead, collaborate, experiment, develop, complete...**



Step 4: Results



Brainstorm your **Results** in a Word document (2 minutes).

Example Results sentences:

1. The client loved our design and implemented the program. By the end of the year, our product was licensed to over a dozen vendors.
2. The changes were accepted by the team. Now we embrace rather than fear change, which I feel has not only boosted morale but also boosted the bottom line.
3. After creating the task force and delegating work, we managed to wrap up the assignment with a day to spare. In fact, I believe I thrive when working under tight deadlines.



Breakouts: Practice STAR



- Practice the STAR answer you wrote down with a classmate in **Breakout rooms of 2 to 3 people.**
- Remember that your answer should be **1-3 minutes at most.**
- Use the prompt on the right to start the interview practice.

Interviewer: Let's get started with the interview. Please describe a difficult and time-sensitive task you achieved while working as part of a team. What role did you play to ensure success?

Interviewee (YOU): Good question. In my previous job, ...
[Talk for 1-3 minutes at most.]



Assignments and Lesson Preview

Post-work for Interviews and Big Interview Site

- Practice the interviews on Big Interview
- Read [Sample LinkedIn Profile](#)
- Complete the [Technical Interviews & Star Method Quiz](#), which is based on the [Technical Interviews Self-paced Slides](#) and the video “[BEST Answer to Behavioral Interview Questions: STAR Method](#)”

Lesson Preview

- In the next session, we'll start our LinkedIn workshop
- Make sure that you have a LinkedIn account