Career Services Assignment 4 – Soft Skill Interview Prep

**Points possible:** 50

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| Category | Criteria | % of Grade |
| Completeness | All requirements of the assignment are complete. | 50 |
| Quality | Answers show thought, proper grammar, and would be acceptable in most interview situations. | 50 |

**Instructions:** Find a job post online for a role and company you would like to apply for. Answer the following questions as if you were being interviewed for the job. Research the STAR method of answering behavioral interview questions and where applicable, utilize the STAR method in answering the below questions.

**How did you hear about this position?** (Make sure you remember where you heard about the role so it doesn’t look like you are just applying randomly to every position possible.)

**Indeed, GlassDoor, LinkedIn, and a few other job finding sites are my job feeds. Indeed listed the Business Analyst job at New Hampshire Housing Finance Authority.**

**What do you know about the company?** (Research the company, website, products/services, and reviews. Talk about good reviews that make you want to join.)

**The New Hampshire Housing Finance Authority web site** [**https://www.nhhfa.org**](https://www.nhhfa.org) **has a** [**CAREERS**](https://www.nhhfa.org/about/careers/) **link among their link list at the lower part of the site. The Business Analyst job listing offers four paragraphs on job duties and expectations, requirements and experience, as well as benefits.**

**Why do you want this job?** (Be very specific. Talk about what appeals to you about the role but focus more on the value you’ll add to the team and company rather than what the company will do for you.)

**Displaying reported data in intelligent and coherent portrayals is what I like to do. Using development tools to pull data into tight knit aggregates and display that data to elucidate trends, cross-functional applications, deeper analysis, logistics, and other business critical management requirements allows me to use critical thinking to provide accurate and beneficial business reporting structures.**

**Creating informational reports and presentation front ends involves determining requirements and expectations of the data to be portrayed. Developing back end processes to pull data in a timely fashion keeps data access and server use time to a minimum.**

**Why should we hire you?** (Be very specific. Talk about your skills, passion, and willingness to continuously learn to be an asset.)

**What is your greatest professional achievement?** (STAR)

**Being able to have a 24 year in a high tech industry without having a college degree.**

**Describe a difficult work situation and how you overcame it.** (STAR. Never speak negatively about anyone else or any companies. Perhaps talk about change you experiences, as change is always difficult to overcome.)

**A reporting structure turned out to be aggregating data from a set of fields who’s database structure was not fully understood by the individuals calling for the data. During a meeting, the correct set of fields was determined after having displayed all the raw data fields and describing the data requirements more specifically. Changes were made to the back-end pull and the front end portrayal.**

**What are your goals for the future?** (Make sure you answer in a time bound manner and talk about how you are looking to learn as much as possible in your field.)

**Continuing to learn and grow database and development skills is my main focus. Currently I am taking an online “boot camp” course for Web Front end Development offered at Nashua Community College and developed/provided by Promineo Tech.**

**Why are you leaving your last job?** (Don’t say anything negative. Mention growth, changing industries, etc.)

**The last two companies that employed me had structural lay offs that included my positions.**

**What is your salary expectation?**

Thanks, but I’ll keep that information to myself.