

# Quick Tip Sheet

## Interviewing

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There are many different types of interviews as well as interview methods and techniques. Every job is different and therefore every job requires a different interview approach. This QTS reviews basic interviewing techniques that work for many different jobs and industries. For more specific insights, check out your Career Cluster webpage or connect with your Career Education Specialist.

### Preparing for an Interview

#### The Week Before:

- Clarify the format of the interview, who you will be interviewing with, and what to expect
- Research the position, company, and industry
- Prepare questions to ask interviewers
- Anticipate questions and prepare quality responses
- Practice and/or do a mock interview at the CCEE!

#### The Day Before:

- Confirm interview logistics (time, location, technology)
- If virtual, test your Internet connection and prepare a professional background
- If on site, check traffic trends and plan your route to ensure on-time arrival
- Select your outfit and ensure all clothes are clean, ironed, etc.
- Prepare your materials (copies of your resume, work samples, references, notepad, and pen)

### Behavioral Interviews

Behavioral questions are the most common type of interview question you might experience. In a behavioral interview, the employer/hiring manager will ask questions about your previous experiences to assess how you might approach a new job in the future.

A behavioral interview question might start with a phrase like “Describe a situation...,” “Give me an example...,” “Tell me about a time when...,”

To prepare for behavioral interview questions, prepare organized stories that highlight the competencies and skills the employer is looking for.

**STAR Method:** This is the recommended strategy for answering Behavioral Interview questions. Using the STAR Method helps you stay on track and provide detailed examples of prior related experiences.

**S - Situation:** What was happening? What was your role in the situation?

**T - Task:** What goal were you working toward? What was expected of you?

**A - Action:** What did you do to address the situation?

**R - Result:** What was the outcome of your actions?

### Common Interview Questions

#### Questions about your personal characteristics

- Tell me about yourself
- What is one of your strengths/weaknesses?
- Describe a time when you had to demonstrate your multitasking abilities.

#### Questions about the job/company

- Why do you want this position?
- Why should we hire you?
- In what ways do you think you can make a contribution to our company?

### Questions about school/education

- How did your college experience prepare you for this position?
- What led you to choose your major?
- Which course at URI did you find most/least interesting or beneficial?

### Questions about previous experience

- Describe your most rewarding professional experience.
- Tell me about a project or procedure you initiated or implemented.

- Provide an example of a challenge you encountered in a work or academic setting. How did you resolve it?

### Questions about interpersonal relationships

- Tell me about a time when you had a conflict with a peer. How did you handle it?
- Of the supervisors you've had, describe the one you most admired. Why?
- Tell me about your experience working alone and as part of a team. Which do you prefer and why?

## Questions to Ask Interviewer

An interview is a two-way street! While the employer is evaluating whether they want to hire you, you are evaluating whether you want to work with them. Most interviewers will leave time at the end for you to ask questions about the company, the position, and/or the people you'll be working with.

- What are the most significant priorities for this position over the next year?
- What sort of professional development opportunities are available in this position?
- What do you enjoy most about working here?
- What qualities do you most value in a colleague?

## Following Up

Sending a thank you note after an interview demonstrates professionalism and gives you an opportunity to make another positive impression. The thank-you note should be sent within 1 business day of completing the interview. Email is recommended for timely delivery.

- Thank them for their time
- Reference something specific about your conversation - reiterate your interest based on something you learned
- Remind them of your key skills and interests.
  - Restate any points you think you may not have communicated effectively, or add any important information you may have forgotten in the interview.

## Thank You Note Example

Dear [Interviewer Name],

Thank you for the opportunity to interview for the Associate Account Manager position at [Company Name]. I enjoyed speaking with you and appreciated your insight into the position and your journey at [Company]. I was impressed by the opportunities for professional growth and the investment that [Company] makes in retaining talented employees and am feeling even more excited about the role following this interview. I hope to be able to build on my sales internship experience to contribute to the team next year.

Please don't hesitate to contact me if you have any additional questions about my interest or qualifications. I look forward to hearing from you.

Sincerely,  
[Your Name]