

Interviews

How To Prepare For An Interview

It is important that you know three things before walking in to an interview: yourself, the position, and the organization.

Know Yourself:

Knowing yourself requires awareness of your experiences, education, interests, and how the combination of these factors can make you an ideal candidate for the position. Further, it is crucial that you are able to articulate not only that you possess certain skills and abilities, but how they would be effective in a given role.

Know the Position:

Become familiar with the job description so that you understand the qualifications and refer to this in your answers.

Know the Organization:

Today's job market is competitive. Prove your suitability for the position not only by meeting the qualifications, but by also exhibiting interest in the company. Conduct background research, and consider these questions in doing so:

- What is the nature of the organization's business?
- What are the organization's values?
- How do you fit the organization's image?

Common Questions

Many interviewers use similar questions, regardless of interview format. You will also experience questions related to the company/position and your knowledge of it.

Questions about Yourself:

You may be asked questions regarding your professional experiences, skills, abilities, strengths, opportunities for development, etc. You may also be asked to relate your skills to the position in question.

Situational Questions:

The interviewer will present you with a hypothetical situation and ask you a question to gauge how you would respond. These questions are scenario-based and are future oriented.

Behavioral Questions:

These past-oriented questions are very common, and are geared towards gauging how you reacted in various situations. You may be asked about a time when you experienced a conflict in the workplace and how it was resolved or asked to describe an experience working as part of a team and the outcome. Questions regarding how you have organized and maintained your workload are also common.

STAR Technique

This is a useful technique which outlines step-by-step how to answer behavioral questions.

Situation:

Describe a situation you were in or the event that occurred. Ensure your example is of a specific event or situation in enough detail such that the interviewer has a good understanding.

Task:

Describe the goal and the challenges or expectations.

Action You Took:

Describe the action that you took. What did you do? How? What tools did you use? Maintain focus on yourself and avoid describing your actions in terms of a team, even if you worked with one.

Results:

Describe the end results and quantify. What happened? What did you accomplish? What did you learn?

Quick Tips

- Dress appropriately and professionally.
- Know exactly where you are being interviewed, so that you don't waste time searching for the room and building.
- Arrive 10-15 minutes early.
- Remember to smile and make eye contact during the interview.

Interview Resources

Mock Interviews:

Book an appointment for an academic or professional mock interview with one of our friendly Career Advisors to receive practice and constructive feedback.

Questions on website:

List of common interview questions on our website:
www.mun.ca/cdel/career_students/interview_questions.php

Looking For More Information?

Career Development and Experiential Learning provides students and alumni with professional workshops, information on career exploration, job search tools and opportunities, and connects them with employers. Visit us in UC-4002 or book an appointment with one of our friendly and knowledgeable Career Advisors through My MUNLife.



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