Interview Strategies

**Types of Interviews |** In-person or Virtual

* **Panel** | a group of interviewers that will take turns asking questions
* **One-on-one** | one interviewer, this could be a traditional Q&A or a conversational interview
* **Multi-mini** | short interviews with multiple people. If in-person, the interviewee will usually visit each interviewer, and if virtual, there will be break-out rooms
* **Group** | multiple interviewees at one time. This could be in the form of a Q&A session, group discussion, activities, or case study questions
* **One way** | Interviewee records themselves answering questions and then submit the answers to the employer

**Before the Interview:**

**Know Your Audience |** Every interview process seeks to better understand candidates’ fit for the opportunity they are trying to fill. It is a competitive process, so you must come prepared to articulate your academic background, life, and work experiences that have prepared you for the role. Consider not only why you are qualified but also what makes you a unique candidate to match the qualifications outlined for the opportunity.

**Learn About the Company |** It will always look good in an interview if you know more about the company and the job than what was in the job description. The more you can understand about that opportunity in terms of the organization’s goals, expectations, and vision, the easier it will be to relay information about you and your background to the interviewer.

**During the Interview:**

**Body Language**

**S**quarely face the interviewer

**O**pen posture to show you are engaged in the conversation

**L**ean In to show that you are actively listening

**E**ye Contact when speaking

**R**elaxed Posture, try not to fidget

**Tips for Answering Questions**

**STAR Method |** Case Study, Behavioral, or Experiences

**S**ituation | What is the situation

**T**ask | What task did you need to do

**A**ction | What actions did you take

**R**esult | What were the results

**20/80 Rule |** Challenges, Failures, or Weaknesses

**20%** ofthe challenge, failure, or weakness

**80%** how you overcame the problem or what you learned from the experience

**Silence is Okay**

1. If a question stumps you, ask the interviewer for some time to gather your thoughts.
2. If you finish answering a question and the interviewer remains silent, there's no need to fill the pause. They might be jotting down notes or considering a follow-up question, especially if you've already addressed their next one.

**Ask Questions!**

Asking questions during an interview is a vital way to demonstrate your interest in the role and the organization. It shows that you've researched and are eager to learn more about how you can contribute to their success. Prepare 3-5 thoughtful questions in advance so you’re ready to engage in the conversation and avoid being caught off guard. Having multiple questions ensures you can ask a few, even if some are answered earlier in the discussion. This approach allows you to gather valuable insights about the role, team dynamics, and company culture while leaving a positive, lasting impression.

Topics to ask about:

1. Onboarding, training, and expectations for new employees
2. Office environment and culture
3. Professional development opportunities

**After the Interview:**

**Thank You Emails or Cards**

Sending a personalized thank you to your interviewer(s) shows gratitude and your interest in the position. It lets the interviewer(s) know you appreciate the time they took out of their schedule and that you took the extra time to show gratitude.