**Interviewing Worksheet**

**Interviewing is all about preparation**

* You’ve done a tremendous amount already - life, school, service.
* Be yourself and use concrete examples to communicate your value for this position and the culture of the organization.

**Articles on virtual interviewing**

* <https://www.themuse.com/advice/video-interview-tips>
* <https://learn.joinhandshake.com/students/how-to-make-a-good-impression-in-a-virtual-job-interview/>

**Do your research**

* What is their mission? Who works there? News? Visit or talk to someone before?

**Common questions**

1. Tell me about yourself (in terms of this position).
2. Why are you interested in this position/working here?
3. Can you tell me about a time you have…

* Taken on new responsibilities or a leadership role
* Engaged with a difficult person or interpersonal conflict
* Had to work as part of a team to solve a problem
* Failed at something
* Been creative in reaching a goal

1. What part of this position are you most excited about?
2. What is something you are most proud of?
3. Do you have technical skills or training relevant to this job?
4. What sets you apart? Why should we hire you?
5. Do you have any questions for us? (Think of 3-5 questions)

**What are some other questions they might ask?**

**What are some good questions for them?**

3.

**Tips for your answers:**

* Answer the question, don’t talk for too long. Value your experience, be confident! Relate all answers to the position.
* It’s as much about how you respond to the questions as it is how you answer the questions.

**STRATEGIES FOR DIFFICULT SITUATIONS**

What if you’re nervous, there are multiple interviewers, you forget what you prepared?

* Ahead of time – get a good night’s sleep, relax, and remember that this is an opportunity to interview them!
* During - TAKE A DEEP BREATH, SIT UP, SMILE.
* It’s ok to listen.
* Give yourself time, and reframe the question:
  + That’s a great question, let me think about it.
  + I think you’re asking… Can you ask that again?
  + I haven’t had that experience but I *can* think of a situation where I would…
  + Can I come back to that?
  + Does that answer your question?

**What to wear, what to bring, logistics**

* Dress for the interview, not the job.
* Nothing distracting or uncomfortable, something that makes you feel confident.
* Folder or portfolio, resume, your questions, pen/paper.
* Confirm the appt. ahead of time and send your phone #.
* Technology backup, charger, lighting.

**Body language and voice – practice!**

* Eye contact, smile!
* Sit up straight.
* Speak clearly and slowly, breathe, avoid likes/umms.
* BE CONFIDENT! YOU ARE THE EXPERT ON YOU!

**Practice, practice, practice**

* Out loud, with someone else, create the scenario - if it’s Skype, practice the technology!

**End of the interview**

* Big smile and THANK YOU!!!
* Thank you emails (or note!) within 24 hours.
* Congratulate yourself and reflect - every interview is practice for the next!