Acing the Interview

Presented by:

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### Main Topics

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### Outcome

Identify 2-3 strategies that will help you become a better interviewer.
Our Model

- Explore
- Prepare
- Act
Our Model

Prepare for the job/internship search or graduate school application process and learn how to articulate your skills, interests, and values

Craft a resume, cover letter, and/or personal statement
Create a LinkedIn profile
Develop networking and interviewing skills
Types of Interviews
- Traditional
- Behavioral
- Technical
- Case
- Video
- Phone
- In-person
- Group
- Panel
1. Research
   - Industry
   - Company
   - Career role
   - (Interviewer)

Based on your research, prepare 3-5 thoughtful questions to ask at the end of your interview.
Resources to help with research:

- **Vault**
- General and industry-specific news sites
- Follow employers on LinkedIn, Twitter, other social media
- Professional association sites
- GlassDoor.com
- Other students & alumni
2. Practice Answering Interview Questions

● Use the job description and company research to anticipate questions
● Develop a list of your experiences that can be used as examples in your responses
● Use the STAR (Situation--Task--Action--Result) method to provide thorough responses to behavioral questions
● https://www.myinterviewpractice.com/register/
STAR Method

S - SITUATION

R - RESULT

T - TASK

A - ACTION

STAR Method
Tell me about a time when you failed at a task.

What is the point of this question?

How do you answer it?

<table>
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<th>Task</th>
<th>Action</th>
<th>Result</th>
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<td>When I was in high school, I took a college level Statistics class one summer. Though I hadn’t take Stats before, I excelled at Math and was confident I would do well.</td>
<td>I was doing okay following along with the content at first, but when we had our first real assignment, I realized I was lost.</td>
<td>Instead of seeking help, I continued to try to figure it out on my own. I pulled an all-nighter the night before the assignment was due, but still couldn’t fully master the content.</td>
<td>Needless to say, I did very poorly on the assignment, but I did learn a lot from the experience, which has helped me realize when to seek help from my professors.</td>
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What type of feedback should you give?

- **Start with positive feedback.**
- **Content of response:** Did they answer the question asked thoroughly and directly using examples?
- **Non-verbals:** Did they smile? Did they appear poised and engaged? Did they make appropriate eye contact? Did they fidget?
- **Verbal delivery:** Did they speak clearly and confidently? Did they say a lot of “ums,” “uhhs,” and “likes”? Did they sound enthusiastic?
Tell me about yourself.

What is the point of this question?
How do you answer it?

This can be viewed similarly to an elevator pitch. What do you most want the interviewer to know about you at the start of the interview?

Explain your enthusiasm for the position. What brought you here?

Explain your fit / experience for the position. What makes you a strong candidate?

Do NOT tell your whole life story. Connect back to the role, company, industry.
What is your greatest weakness?

What is this question asking?

How do you answer it?

Genuine weakness but...

Select a weakness thoughtfully.

Not one that conflicts with a main component of the position

Explain what action you’ve taken to overcome the weakness
Illegal Interview Questions

- Gender
- Physical & mental disability
- Religion
- Age discrimination
- Nationality
- Sexual orientation
- Forbiden
- Color
- Race
- Ancestry
3. Additional Tips & Follow Up
What to wear?

- Generally, dark suit with light-colored shirt. Suit should be comfortable and fit well!
- Shoes should be polished, comfortable!
- No heavy perfume, cologne, or aftershave.
- More information at bc.edu/careers
How to Act

- Arrive early
- Be courteous to everyone you encounter
- Be organized
Questions to ask

- Questions - show an interest in the organization – is there a recent news item about them that interests you?
- Ask questions that will help you decide if the position is right for you.
- Sample questions at https://www.bc.edu/offices/careers/jobs/skills/ask.html

References

- Create a one-page list of 3-5 references.
- More at https://www.bc.edu/offices/careers/jobs/resumes/references.html
Follow Up with a Thank You

- Within 24 hours. Email is standard.
- What to include?
  - Thank the interviewer(s) for their time.
  - Reiterate your interest in and qualifications for the position.
  - Personalize with a mention of something you discussed.
- If multiple interviewers, personalize each note.
Your Turn to Try!

- Pair up with a partner to take turns being interviewer and interviewee.
- First **interviewee** selects a question to be asked.  
  **(Tip: pick something you think you could be asked based on positions to which you’re applying.)**
- Interviewee jots down notes for response.
- Interviewer asks the question. Interviewee answers using the STAR method. Interviewer provides feedback.
- Change roles. Repeat until time is called.
Practice questions

- Tell me about a time when you worked on a team to accomplish a goal.
- Tell me about a time when you showed strong oral or written communication skills.
- Describe a situation in which you demonstrated leadership skills.
- Explain a time when you had to think critically to solve a problem.
- Tell me about a time when you went above and beyond on a project or task.
- Describe a situation that required you to consider a different perspective from your own.
- Describe a time when you had to think “outside the box”.
- Tell me about a time when you failed.
Be The Educator: Know your work authorization options. You may have to educate your potential employer.

Identify a conversation partner.

Let's Practice!

Highlight your transition.

Global & Intercultural Fluency
Next Steps
Questions?