How to be a Successful Candidate

Interview Preparation
Before the Interview

Checklist

• Review the job description
• Research the organization – news, articles, press releases, recent achievements, or changes – and be ready to talk knowledgeably about it during the interview
• Research potential interview questions
• Prepare thoughtful questions to ask the interviewer
• Dress appropriately (err on the conservative side)
• Have resumes readily available
Interview Questions
Prepare Your Answers

- Describe a difficult decision you had to make while in a leadership position. How did it work out?
- What areas of opportunity do you need to further develop?
- Tell me about a mistake you learned from. What was the impact of the mistake? Was it difficult to recover from the error? Did you make similar mistakes before or after the situation?
- How do you react when you are given feedback?
- What do you hope to learn from this opportunity if we were to offer you the position?
- Tell me about a time when you were able to make someone feel truly welcomed.
During the Interview

• Arrive early, not too early (10 minutes is perfect).
• First impression is key
  – Firm handshake, smile, confidence, posture, clear speech, dress, etc.
• Be aware of your nervous habits and keep them to a minimum
• Be concise and avoid rambling. Give answers that are clear and direct. Do not finish a statement answer with so…
• Be specific and provide examples that demonstrate your skills and qualifications. Remember the STAR formula:
  – Describe a specific Situation or Task that you are involved with
  – Explain your role and what Action you took
  – Illustrate the Results you achieved
• As the interview closes, be sure the express interest in the position and briefly summarize why you are well qualified. Ask what the next step is or when you can expect to hear from the interviewer.
• Ask for business cards