

Interviewing Guide

Up to this point, everything known about you is primarily based on your resume. The next step is to convince the interviewer why they should hire you. In a competitive job market, preparation is the key to standing out among other job seekers.



INTERVIEW PREPARATION: THE KEY TO SUCCESS

If you do the work to prepare beforehand, you can put yourself in the best possible position to succeed.

Step 1: Research the Organization

Go beyond the company's mission and vision on their website. Check online resources for articles about the industry or specific firm in business publications, newspapers, and professional journals.

Talk with people who work for the organization and people in your network, including Drake alumni. This research will help you prepare for the interview and help decide whether it's the type of organization you would want to work at.

Step 2: Know and understand the position you're applying

Obtain a copy of the position description before the interview. Provide relevant, detailed examples of your work and educational history, matching your skills to those necessary to succeed in the position.

Step 3: Know yourself and how you can help the organization

Ask yourself:

- What can I do for this company? (What are my strengths?)
- What could get in the way of success? (What are my weaknesses?)
- What motivates me to succeed or do my best? (Money, prestige, promotions?)
- What do I really like/want to do?
- What values do I have that I am not willing to compromise? (Lifestyle, location, family?)

Interview Preparation Resources

Big Interview

Big Interview is the world's leading AI-based, job interview training system. Used by over 500 universities, high schools, workforce agencies and libraries. We have arranged for you to use this free of charge with your Drake email.

Mock Interview with Career Services

Schedule an in-person or virtual meeting with your career services liaison to practice answering questions, brainstorm examples, or discuss what to expect.

STAR Method

STAR method is a way of answering experience questions in a succinct, complete way. STAR stands for Situation, Task, Action, Result.

Situation: Provide an overview with relevant background information, and be specific. "Our customers complained..."

Task: Describe the goal(s) or challenges of the situation. "We faced a supply chain shortage..."

Action: Address your specific actions and contribution (as opposed to the team). "I solved..."

Result: Describe the outcome of your actions. "The impact was..."



For more information visit drake.edu/career

■ SAMPLE INTERVIEW QUESTIONS

1. Tell me a little bit about yourself and why you're interested in this position at our organization?
2. What are your greatest strengths and greatest weaknesses?
3. What do you think it takes to be successful in this position?
4. Describe your biggest accomplishment.
5. Where do you see yourself in 5 years? 10 years?
6. What do you see as the biggest challenge facing the field of _____?
7. How do you handle stress?
8. Give me an example of a time you contributed to a group effort.
9. Describe a difficult situation you were involved in. How was it resolved? Were you pleased with the outcome?
10. Tell me about a significant event in your life and how it shaped you.
11. What are two of the biggest problems you've encountered at your job and how did you overcome them?
12. What is your typical way of dealing with conflict? Give an example.
13. Would you rather be in charge of a project or work as part of a team?
14. Tell me about a time your opinion differed from the rest of the group. How did you handle it? What was the outcome?
15. Why should we hire you over other finalists?



Prepare your own questions to ask the interviewer

Employers expect to be asked questions. Well thought-out, probing questions show sincere interest, forethought, and an alert mind. Lack of questions could show lack of interest. Prepare to ask 3-4 questions in each interview.

"How do you define success in this role, and how do you provide support to achieve success?"

"How would you describe the culture of the organization?"

"What is the next step/hiring timeline?"

VIRTUAL & PHONE INTERVIEW TIPS

Dress the way you would for an in-person interview

Select a location that is quiet with a neutral background and well lit from the front (make sure the light source isn't behind you!)



Communicate with those you live with -- no disruptions or loud noises

If possible, place your pets in another room

Trial run the technology (microphone, camera, logging into platform) & have phone available in case of tech challenges



Silence your phone & computer notifications

Log on to the meeting 10 minutes early

Have a pad of paper and pen handy for notes

Prepare a glass or bottle of water to sip during the interview

Watch your nervous habits (tapping your pen, swiveling your chair, etc.)

SEND A THANK YOU NOTE

Whether you interviewed in-person or virtually, sending a thank you note or email is important. It also provides a second chance to promote yourself. This note or email should be sent to everyone who participated in your interview process within 24 hours, regardless of whether you are interested in the job. It never hurts to leave the interviewer with a positive impression.