



# **INTERVIEWING: A MODEL TO ANSWER ANY QUESTION YOU COULD FACE**

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# WHAT WE'LL COVER:

- **PREPARING BEFORE THE INTERVIEW**
- **ARRIVING TO THE INTERVIEW**
- **CONDUCTING YOURSELF DURING THE INTERVIEW, I.E. NONVERBAL COMMUNICATION**
- **ANSWERING QUESTIONS**
- **ASKING QUESTIONS**
- **ENDING THE INTERVIEW**
- **FOLLOWING UP**

# PREPARING FOR THE INTERVIEW

- **YOU NEED TO KNOW TWO THINGS:**
  - 1. YOURSELF**
  - 2. THEM**
- **UNDERSTAND YOURSELF IN TERMS OF PERSONALITY, VALUES, PRINCIPLES, HABITS**
- **UNDERSTAND YOUR RÉSUMÉ AND APPLICATION**
- **UNDERSTAND THEM: THE POSITION, THE COMPANY'S CULTURE, ETC**
- **UNDERSTAND THE INTERVIEW FORMAT AND WHO THE INTERVIEWERS ARE – ASK!**

# ARRIVING TO THE INTERVIEW

- **30 MINUTES BEFORE THE INTERVIEW**
- **DRIVE THERE AHEAD OF TIME IF YOU NEED TO**
- **LEAVE YOUR PHONE IN THE CAR!**
- **YOU ARE INTERVIEWING AS SOON AS YOU EXIT YOUR VEHICLE – EVERYONE YOU SEE AND MEET IS ON THE INTERVIEW**
- **LOOK AROUND WHILE YOU ARE WAITING; BE OBSERVANT**



# **NON-VERBAL COMMUNICATION**

- **DRESS PROFESSIONALLY (SHOES MATTER)**
- **NAME TAG!**
- **FIRM HANDSHAKE AND STRONG SMILE**
- **EXCELLENT EYE CONTACT**
- **POSTURE MATTERS**

# HOW TO ANSWER EVERY QUESTION: A THREE STEP APPROACH



**Past**

**Cite a specific example**

- **Pause and think**
- **Specific is key!**
- **Give enough context to paint a picture**

# HOW TO ANSWER EVERY QUESTION: A THREE STEP APPROACH



**Present**

**Analyze the example**

- **Explain what you were thinking**
- **Explain how you performed**
- **Share the outcome**

# HOW TO ANSWER EVERY QUESTION: A THREE STEP APPROACH



**Future**

## **Connect it to them**

- **Show how it will help in the position**
- **Connect it to the company's mission**
- **Be specific**



# **SO WHAT ABOUT THE QUESTIONS?**

- **TELL ME ABOUT YOURSELF**
- **BEHAVIORAL BASED INTERVIEWING**
- **CAREER GOALS, 3-5 YEARS**
- **POSSIBLE INDUSTRY/TECH SPECIFIC QUESTIONS**

# QUESTIONS TO ASK THEM

- **3-5 QUESTIONS; WRITE THEM DOWN AND BRING THEM WITH YOU!**
- **ABOUT WHAT YOU CAN OFFER, NOT WHAT YOU GET!**

**HOW DO WE END THE  
INTERVIEW AND FOLLOW UP?**

# WHAT DO YOU WANT?!

- **THE FIRST, OBVIOUS THING TO DO AT THE END OF THE INTERVIEW IS TO THANK THE INTERVIEWER**
- **THE SECOND, LESS OBVIOUS, BUT EQUALLY IMPORTANT THING TO DO IS *ASK FOR THE JOB!***
- **YES, YOU CAN DO THIS: “THANK YOU VERY MUCH FOR YOUR TIME TODAY IN THIS INTERVIEW. I THINK I COULD BE AN EXCELLENT (INSERT JOB TITLE HERE) AND WOULD BE HONORED TO BE OFFERED THIS OPPORTUNITY.”**



# **YOU MAY HAVE LEFT THE BUILDING, BUT THE INTERVIEW ISN'T OVER!**

- **YOUR INTERVIEW ONLY ENDS *AFTER* YOU'VE SENT YOUR INTERVIEWER A THANK YOU NOTE!**
- **YOUR FIRST STEP IS TO GET A BUSINESS CARD BEFORE LEAVING**
- **YOU WILL THEN SEND A PROFESSIONAL EMAIL THANKING THE INTERVIEWER AND RE-ASKING FOR THE POSITION**
- **YOU WILL FINALLY SEND A SHORT, *HAND-WRITTEN*, NOTE AS WELL. THIS IS PROVEN TO MAKE A DIFFERENCE WITH RECRUITERS!**

# **THE PRACTICE INTERVIEW**

- **YOU WILL DRESS AS YOU WOULD FOR THE REAL THING**
- **I WILL ASK QUESTIONS FOR ABOUT 20 MINUTES**
- **IT WILL BE VIDEO RECORDED**
- **WE WILL DEBRIEF IMMEDIATELY FOLLOWING**
- **I WILL BE LOOKING TO SEE HOW WELL YOU UTILIZED THE PAST, PRESENT, FUTURE MODEL**
- **SIGN UP FOR THE PRACTICE THROUGH HANDSHAKE – YOU WILL NEED THE FULL HOUR, SO SELECT BACK TO BACK APPT. TIMES**

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