



Interviewing Skills

You've been invited for an interview – congratulations! The conversation might take place via phone, video chat, or in person. Make sure to note the correct format and the name and role of the interviewer(s). As you prepare, create a “study guide” based on the guidance below so you'll feel confident and ready to roll.

What Impression Do You Want to Make?

No matter the questions posed, consider: what impression do you want to make in the interview? How will you convey this in your body language, tone, and energy level? What are the key points you need to communicate about why you're a perfect fit? What questions will you ask?

Employers are not only assessing your capability, but also your enthusiasm and how well you will fit in with their culture. Let the impression you want to make help you frame the examples you prepare to illustrate your skills and talents.

Practicing Common Interview Questions

In addition to assessing your cultural fit, interviewers are gauging the likelihood of your success in the job given your background and skills and your willingness to perform the job duties. Be prepared to answer these 10 common questions:

- Tell me about yourself.
- Why are you applying for this position?
- What do you know about our organization?
- What led you to choose your major or training?
- How would a colleague or professional reference describe you?
- What is your greatest strength and weakness?
- What do you consider your greatest accomplishment and why?
- Where do you see yourself in five years?
- What's a mistake you've made in a work setting and how did you correct it?
- Why should this organization hire you?

Asking the Employer Questions

An employer typically reserves time toward the end of an interview to answer your questions. Take the opportunity to learn more to determine if the position and organization are right for you. Lead with your curiosity. You might ask:

- What would a typical day (or week) be like for me?
- What do employees most enjoy about working here?
- How will my performance be evaluated?
- How do employees advance within the organization?