

# Tips for a successful interview

On top of looking great on paper, an in-person or virtual job interview will allow the hiring manager to determine if your skills and experience align with the job duties. You will have the opportunity during your interview to answer job-related questions and provide work-related examples demonstrating your knowledge, skills and abilities. You will also obtain information to help you decide if that job is the right one for you. The interview is really your chance to stand out from the other candidates by showing how well you communicate and that your skills match the requirements of the job.

## Interviewing Techniques

- ✓ Research the organization.
- ✓ Study the duty statement (job description) and prepare how your skills align with the position.
- ✓ Prepare your responses to the critical skills of the job which are outlined in the duty statement (job description) by using the **STAR method**.
  - S Situation** - Describe the situation, when and where it took place.
  - T Task** - Explain the task and what was the desired result.
  - A Action** - Provide details about the actions you took to complete the task.
  - R Result** - Conclude with the result of your action.
- ✓ Anticipate possible interview questions. You can look online and get yourself familiarized with common behavioral-based interview questions to give you a baseline of the types of questions your interviewer may ask.
- ✓ Be prepared to discuss anything that is included on your resume.
- ✓ Dress to impress: Dress professionally and look the part.
- ✓ Arrive to your interview on time (early is best).
- ✓ Be professional and introduce yourself to the panel.

