

TIPS & USEFUL INFORMATION FOR A SUCCESSFUL INTERVIEW

Thank you for taking the time to interview with this company. Please review the following tips/useful information to prepare for your interview.

This company uses a behavioral based interview process. The behavioral selection assumes past behavior/ experience can predict future behavior. You will be most successful if you provide a direct and specific example of your experience in response to these types of questions.

Your answer needs to describe a recent experience and should be formatted using the STAR approach:

The situation, task or project you were in or given.
Your specific action in that situation, task or project.
The result of your action in the situation, task or project.

Interviewers will likely ask you questions relating to some of the following competencies:

Experience and Technical Requirements
Initiative
Innovation
Integrity
Teamwork
Delivering Results
Organizational Match

Please take the time to consider three or four recent experiences you could tell us about from the above areas using the three-part STAR answer format. This way, on the day of your interview you will be prepared to eloquently verbalize your experience and sufficiently demonstrate your competencies.

Again, thank you for taking the time to interview with us. If you have any questions concerning this company, behavioral based interviewing, or the selection process, please feel free to contact your recruiter.

INTERVIEW CHECKLIST

- Review your interview schedule and confirm date, time, and location.
- Know the name, title, and phone number of your contact person/interviewer.
- Look up the office location and obtain directions.
- Please plan to arrive at the location 15 minutes prior to your interview.
- Learn more about the company via the website and the corporate social media sites, such as LinkedIn, Facebook, and YouTube.
- Familiarize yourself with the interviewers by reviewing their LinkedIn profiles.
- Plan your interview attire appropriately in relation to the job and the location.
- Review your résumé before the interview to be prepared to speak about any/all experiences. Bring extra copies of your résumé and/or your job portfolio to the interview.
- Print and have with you the job description and/or any details of the position. You may want to refer to this during the interview.
- Prepare some questions to ask your interviewers. Remember, this is your time to interview us too. If you have questions prior to your interview, please reach out to your recruiter or hiring manager.
- Familiarize yourself with behavioral-based questions. Review online some examples of how these questions can be answered and come prepared with different examples based on your experience.
- If you haven't heard back within the timeframe discussed during the interview, please reach out to your recruiter or hiring manager.