

THE 5 STEP PROCESS TO CREATE YOUR INTERVIEW STUDY GUIDE

Want to land that dream job you have been waiting for? Follow these five easy steps below to ensure you properly seal the deal on your next interview!

Step 1:

List Out Past Interview Questions For Future Reference

Always having a running list of previous interview questions keeps you prepared for future interviews. It's best to note these questions right after you leave your interview as the questions will be fresh in your head.

Step 2:

Research The Agency/Employer You Are Interviewing With

This is a no brainer. Why? To determine 1) is this agency a good fit for you? Because 2) agencies are notorious for asking what you know about them and 3) shows you are prepared and actually want to work there.

Step 3:

Write Down Your Questions & Compose Your Answers

Take the time to think about thoughtful answers. As your experiences change, update your answers with different content/examples. Writing down your answers in bullet form makes it easier to reference and remember.

Step 4:

B.Y.O.B....Brainstorm Your Own Buzzwords

Future employers love to hear those buzzwords that represent their agency/company. Make sure you are using them in an authentic way to ensure you are properly answering the question while standing out from other candidates.

Examples: progressive, respect, responsible, trustworthy, serve, communication, teamwork, etc.

Step 5:

Study, Practice, Power Pose!

The more you study and practice, the more confident you will feel when it comes down to the actual interview.

Pro Tip: Practice your answers out loud in front of a mirror or in front of friends/family!

SAMPLE INTERVIEW QUESTIONS

Introductory Questions

Tell Us about yourself.

Give us a brief statement of your work history and education.

What would your supervisor/friends say are your greatest strengths/weaknesses?

What are your short and long-time goals?

What experience do you have that makes you uniquely qualified for this position?

Why do you want to work for us?

Agency Questions

What do you know about our agency and the position you are applying for?

What is our agency moto/mission statement?

How do you feel you represent the mission statement?

Situational/Ethical Questions

Describe a difficult work situation/project and how you overcame it.

Describe a time when you had to work with a difficult colleague/fellow student.

Give a time when you disagreed with your supervisor.

Describe a time you went above and beyond your role.

Describe a time when your workload was heavy and how you handled it.

What if you noticed your coworker partaking in unethical work behavior - How would you handle the situation?

Behavioral Questions

How do you handle a challenge?

Tell us a time you effectively worked under pressure.

Do you prefer working in a group or individually?

How do you evaluate success?

Describe a mistake you've made professionally and what did you learn from it?

Questions to ask Interview Panel

What is the training program like?

What would you consider to be the most important aspects of this job?

Could you describe a typical work day/week?

What are some of the biggest challenge's new hires experience?

Are there opportunities for continuing education?

Are there opportunities for growth within the agency?

Why do you love working for this agency?

Pro Tips

Study, practice, power pose!

Arrive early...there is nothing that looks worse than arriving late to your interview.

Dress the part! Make sure you look professional, your clothes are ironed, you are in shoes you can actually walk in. Keep your briefcase/portfolio/purse very neutral.

Use your nerves to your advantage...channel that energy into confidence.

Fun Fact: your interview panel is just as nervous as you are!

Treat each interview like a conversation.

Let the panel see your personality shine through!

Take a minute to pause and think about the question your interview panel just asked. By taking a brief pause, it shows you aren't this rehearsed robot and that you are about to give a thoughtful answer.

Talk S L O W...this isn't a race to answer the question. The panel wants to take notes as you answer and doesn't want to miss anything.

Watch the "like" and "umms" when answering. Also avoid nervous giggling.

Make good eye contact with the entire interview panel when answering questions.

Make sure you have questions prepared for the end of the interview.

Ask for a business card or contact information at the end of your interview to send a thank you note! This is often a step that is overlooked by candidates but really sets you apart from the rest of the candidate list! A simple email will do or handwritten thank you note on pretty stationary.

Good Luck!