

# Interviewing Skills

University Career Services  
George Mason University  
<http://careers.gmu.edu>



**Think. Learn. Succeed.**



# Preparing for the Interview

Know yourself – skills, values, interests, career goals

Research the organization and the job

Prepare answers to questions and questions to ask

Practice, Practice, Practice



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# During the Interview

Build rapport

Maintain eye contact and speak clearly

Be a good listener

Answer questions specifically; give examples

Be enthusiastic and avoid rambling

Be positive and highlight strengths

Close the interview with confidence

# STAR



S – describe the Situation

T – describe the Tasks you performed

A – explain what Actions you took

R – highlight the Results



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# Questions

Tell me about yourself.

What are your main strengths and weaknesses?

Describe three things most important to you in a job.

Why should we hire you?

Describe the most difficult supervisor or professor you have had, and tell me how you dealt with that person.

What did you like most/least about your last job?



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# Interview Challenges

Lack of related experience

Poor academic performance

Weak English language skills

Handling illegal questions

Requesting an accommodation

Negotiating salary and benefits



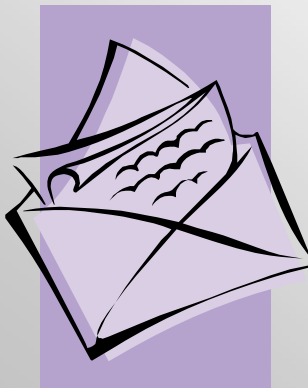
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# Types of Questions to Ask

- What ideal qualities would you look for in the person filling this position?
- What future goals/challenges are facing the organization?
- What are the specific responsibilities/expectations of the person in this position?
- How is performance evaluated and rewarded?
- What kind of initial and ongoing training is provided?
- When can I expect to hear from you about your decision?

# After the Interview

- Learn from the experience
- Identify the positive
- Note areas to improve
- Send a follow-up email or letter
- Analyze the situation and prepare a decision, if offered the job
- Follow up, if not contacted



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# Final Words of Wisdom

Both interviewer and the interviewee have same goal – to determine an appropriate match.

Visualize yourself succeeding and learn from your experiences, both positive and negative.

Put your best foot forward yet be genuine.

Arrange a mock interview with your career counselor or an employer

Practice, practice, practice

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# Resources on Interviewing

<http://careers.gmu.edu/students/jobhunt/interviewing.html>

## Interviewing and Dining Etiquette

- <http://jobsearch.about.com/cs/interviews/a/interviewdining.htm>

## Behavioral Interviewing

- [http://www.quintcareers.com/behavioral\\_interviewing.html](http://www.quintcareers.com/behavioral_interviewing.html)

*The Perfect Interview* (interactive practice, on-line for Mason students and alumni)

- <http://www.perfectinterview.com/gmu/>