

Interviewing for Career Success



Connecting students to global careers!

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What is the purpose of an interview?

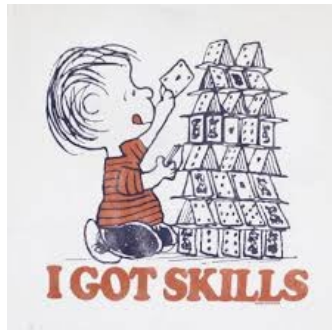
- 1) Meet the employer in-person, by phone, or by skype
- 2) Sell your strengths and skills as they related to employer and the position
- 3) Learn about the position and the organization
- 4) Assess if the employer and the position are a right fit for your career goals, values, and individual needs



What is an employer looking for?

Strong Skill Sets

- Communication Skills
- Leadership Skills
- Technical Skills
- Analytical Skills
- Teamwork Skills
- Interpersonal Skills
- Problem Solving Skills



Personality Characteristics

- Honesty/Integrity
- Flexibility/Adaptability
- Work Ethic
- Motivation/Initiative



But they are really looking for is...

- How will your personality fit in this organization?
- How interested are you in doing the work?
- How long do you plan on staying here?
- Can you work in a team setting?



Types of Interviews

- Phone
- Skype
- In-person



Phone Interview

- Update your voicemail message → professional greeting
- Often a prelude to a face-to-face interview and used to select a pool of candidates for more in-depth interviews
- Schedule at a mutually convenient time
 - Allow for more than 30 minutes
 - Quiet location
- Do your homework ahead of time and have your documents in front of you
- Express appreciation for the call and excitement throughout the conversation
- Write down your notes afterwards when fresh in your mind
- Follow-up with a “thank you” email



Skype Interview

- Becoming more common
- Often after a screening interview/before an in-person interview
- Setup the room ahead of time
- Dress professionally
- Watch your posture
- Look at camera, not the screen
- Have 2-3 questions prepared
- Follow-up with “thank you” email



In-person Interview

- Typically the final round of an interview
- Get the agenda ahead of time
 - Length?
 - Format?
 - Who?
- Can include 1-on-1 meetings, panel interview, lunch, a presentation, and case questions



Mealtime/Social Setting Interview

- Used as a method to assess performance in a social situation
- Your manners should be impeccable
- Thank the interviewer for the food
- Order wisely
- Do not drink (or keep it to a minimum)
- Check your teeth afterwards
- Do not let your guard down too much!!!



Multiple Mini Interviews (MMI)

- Series of 6-9 interview stations
- 5-10 minutes at each station
- Ethical problems with no clear “right answer”
- Scenarios (role playing)
- Assesses characteristics and attributes
 - Ethical judgement
 - Communications skills
 - Problem solving/critical thinking skills
 - Teamwork
 - Conflict Resolution
 - Leadership style
 - Professionalism
 - Emotional Intelligence



Multiple Mini Interviews (MMI)



Multiple Mini Interviews (MMI)



Health Careers Center

Scenario Example – Teamwork

Click to close this screen



Example #1

You and another applicant will be working together to perform a task. You will be provided with a sketch; the other applicant will not have a copy of the sketch.

Using verbal communication only, describe to the other applicant how to draw the sketch. During this station, you and the other applicant will be seated so that you are unable to see one another.

Example #2

Sometimes you might find yourself paired with another applicant in a debate scenario, debating a current controversial topic.

As an evaluator I really like scenarios that put multiple applicants together in a scenario. Attitude, integrity, and the ability to get along with other people, good things to examine.

This scenario is especially helpful in gauging if applicants can give and receive feedback. An important quality for future health professional students and future professionals!



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US News MMI Preparation



Graduate School Interview

- Typically a multi-day process
 - Late January through early March
 - By invitation and travel expenses are paid
- Formal (individual and group interview) and informal (dinners, panel discussions, tours, etc.)
 - Limit alcohol intake
- Research the people you will be meeting with
- Be prepared to talk about research experiences and interests → how it aligns with program and/or school
- Your chance to interview the program



Things to remember!!!

If you've been invited to interview, then...

- You have the minimum qualifications
- Someone thinks you can do the job

An interviewer is trying determine your fit...

- Act as natural as possible and allow your personality to come out
- The best interviews evolve into a conversation



How to prepare for an interview?

- Do you research ahead of time
 - The organization
 - The team
 - The role



- Enter the interview with confidence
- A perfect interview does not exist
- Interviewing is a practiced skill – the more you do it, the better you will get at it

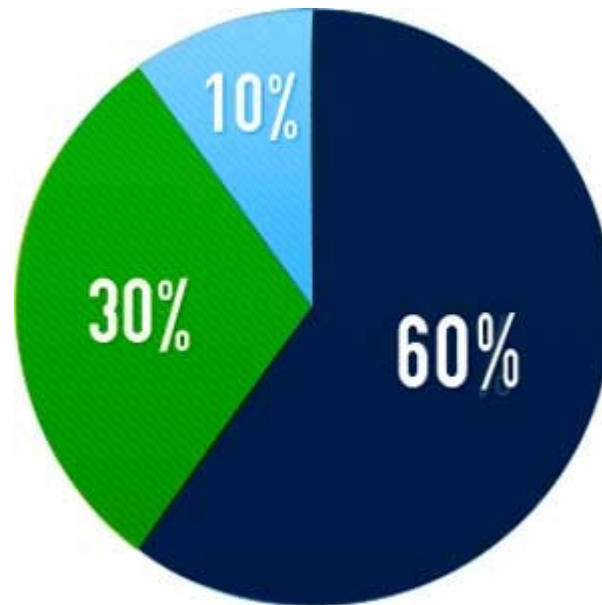


How to make a great 1st impression?

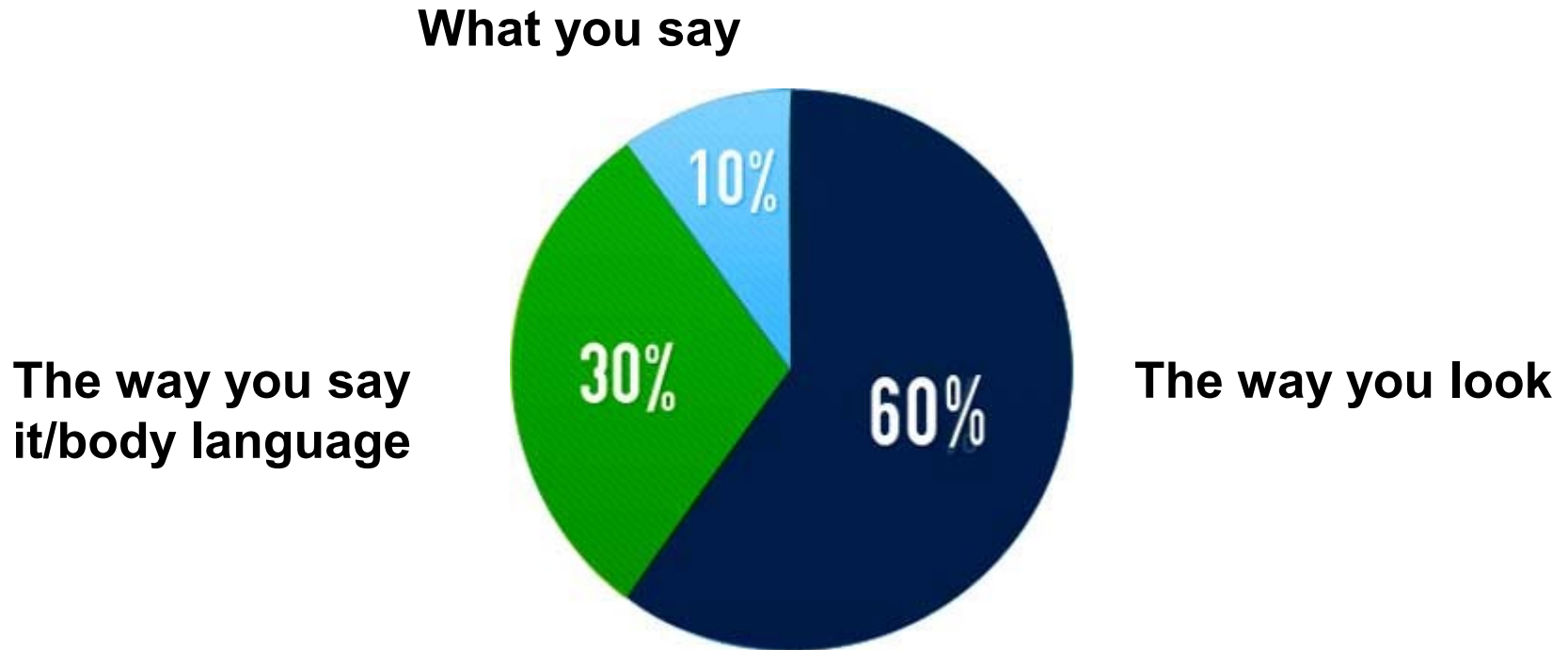
What you say

**The way you say
it/body language**

The way you look



How to make a great 1st impression?



Dress to Impress

What to Wear to Your Job Interview

Interview Attire for Men:

Clean shaven face or neatly trimmed beard

Two-piece suit

- Cleaned and pressed
- Conservative colors like navy and dark gray

Long-sleeve shirt, even in summer

- White or light blue solid color

Empty pockets to eliminate bulges

Conservative tie

Belt matching color of shoes

Leather shoes, black or cordovan

- Polish night before

No earrings

Clean, trimmed fingernails

Tips

- ❗ Lay out your interview outfit the evening before and check for stains, tears or missing buttons.
- ❗ Make sure your interview clothing is clean and well pressed.
- ❗ Except for women's earrings, avoid body-piercing jewelry.
- ❗ Avoid perfume, cologne, and aftershave.
- ❗ Men should be clean-shaven. A carefully trimmed beard or mustache is also acceptable. Avoid stubble that looks like a few days of growth.
- ❗ If possible, cover your tattoos.
- ❗ Wear clothes that fit.
- ❗ Do not wear flashy jewelry or watches.

Interview Attire for Women:

Two-piece, matched suit

- Skirt should cover thighs when seated
- Navy, black, gray or dark brown

Tailored blouse, shell or knit top

- Do not show cleavage
- Avoid gaping at chest

Leather Shoes

- No stilettos or platforms

Carry only one bag or tote

Avoid perfume

Avoid heavy makeup

Clean, trimmed fingernails



Positive Body Language

1. Enter the room confidently
2. Smile
3. Firm handshake
4. Sit up straight and place your feet firmly on the floor
5. Speak clearly and control your tempo
6. Occasionally lean forward and nod
7. Avoid nervous ticks



Common Interview Questions and the QBQ

Employers ask questions in many ways to explore and probe your background and skills.

In addition to your stated answer to the questions, an interviewer is also seeking answers to questions which are not ever directly asked.

These are the questions-behind-the-questions (QBQ).

Let's examine some of the types of questions you might expect in an interview as well as examine what the questions really mean.



Common Interview Questions

- Tell me a little about yourself.

QBQ = Short bio starting with most recent and going backwards in time.

- What your greatest strength? Weakness?

QBQ = Self-awareness. Strengths are things about yourself that don't require lots of effort. Weaknesses are things about yourself that require more effort just to be OK at.

- What is your greatest accomplishment? Why?

QBQ = What do you value and why?

- How would a friend or former supervisor describe you?

QBQ = What is your personality type?

- Tell me what you know about our organization?

QBQ = Did you do your homework on us?

- Where do you see yourself in 5 years?

QBQ = How committed are you?



Behavioral Interview Questions

- Questions that allow an employer to evaluate your experiences and past behaviors
- Based on the belief that past performance is the best predictor of future behavior
- They generally start with any one of the following phrases:
 - Tell me about a time when you...
 - Describe a situation when you were faced with a problem related to...
 - Tell me how you approached a situation where...
 - Think about a time in which you...



Be a STAR Interviewer

Situation

- Describe a particular situation you were
- Set the scene: who, what, where, when?

Task

- Clearly state the goal you were working towards

Action

- Describe the actions you took to address the situation
- Specifically focus on your contribution

Result

- Describe the outcome of your actions
- What did you accomplish? What did you learn?



STAR: Example

Tell me about a time when you had to work with someone difficult on a team and how you overcame that obstacle.

Situation: While I was completing my Master's Degree at Johns Hopkins School of Public Health, I was assigned to work on group project with 4 other students for my health communication class.

Task: Our assignment was to develop a variety of educational materials and a workshop series for a local community-based organization called the Baltimore Health Initiative.

Action: One of the group members missed two consequently meetings or stopped responding to our emails. Since her part of the project was critical and the project deadline was quickly approaching, I suggested that we divide up her portion of the project amongst the group. This allowed us to proceed with the project without overextending a single person. The next time I saw the group member in class, I asked her if everything was ok.

Result: It turned out that she was involved in a car accident that resulted in some minor injures. While she was feeling much better, her car was still in the auto body shop. I updated her on the progress of the project and offered to give her a ride to our next meeting. She was very appreciative and attended all subsequent meetings. The other team members were understanding, and we ended up receiving an A on the assignment.



How to prepare for a behavior interview?

Review the job description and highlight all the soft skills mentioned

- Leadership
- Team-work
- Communication Skills (both written and oral)
- Problem Solving Skills
- Time-management Skills

Brainstorm scenarios from your past experiences that highlight these soft skills

- Review your resume to help identify examples

Then use the STAR technique to develop a response to potential questions

- Provides specific evidence of your skills and capabilities
- Vary your examples

Do not memorize your answer → brainstorming and writing out a potential response, you will be able to recall past accomplishments with more confidence!



Ask Questions

- Come prepared with 3-4 questions for the interviewer
- Make sure these are not questions that can be easily answered by looking at website
- Good examples:
 - How will you measure success for the person in this position?
 - What are some challenges associated with this particular role?
 - What are the most immediate projects that need to be addressed?
 - What skills are you looking for in an ideal candidate?
 - What is your timeline? If extended an offer, how soon would you like me to start?



Follow-up

- Within 24 hours send a “thank you” email or card to everyone you met
- Write a personalized message to each person
 - Thank them for their time
 - Reiterating your interest in role
 - Highlight that your skills are a good match for the role



Questions?

Thank You!

