

Interviewing Skills

FUTURE PLANNING



PACIFIC NW
FEDERAL CREDIT UNION

Questions?
pnwfcu.org | kristinm@pnwfcu.org

Let's Get Ready to Interview!

To interview you first need to choose a field, company, and position you would like to apply for.

Your homework:

- Research available jobs in your community to “apply” to.
- Pick one that you will interview with.
- Research the company, who you might potentially interview with (even if it is just a position title, not an actual person), and where it is located.
- Using the list of “Common Interview Questions” on page 3, add 3-5 additional questions specific to the job you chose that your interviewer might ask.
- Practice answering each question on the list and take notes about what information is important for you to include.
- Using the list of “Sample Interview Questions to Ask the Interviewer” add 2-3 questions to the list specific to the job you chose.
- Read the “5-Part Interview” and be ready to complete each step for your chosen job.
- Read the “Mock Interview Evaluation” to know how your mock interview will be assessed.
- Come to class ready to Interview on _____

Some possible places to look for available positions:

- Nike Internship:
https://jobs.nike.com/internships?jobSearch=true&jsBrand%5B0%5D=Nike&jsKeywords%5B0%5D=internship&jsLocation%5B0%5D=6252001&jsOffset=0&jsSort=posting_start_date&jsLanguage=en
- Indeed.com
- Your Favorite Restaurant’s website
- City of Portland <https://www.governmentjobs.com/careers/portlandor> (You could find this for Beaverton, Tualatin, etc.)
- Your School District <https://www.parkrose.k12.or.us/jobs> (Here is Parkrose’s, but all districts have a specific list for their needs)
- Intel - <https://jobs.intel.com/en/internships>

Be Creative! If you’re interested in working in a specific field – start researching and go for it! For our mock interviews, go for any job that sounds interesting - don’t let education, experience or age stop you from applying!

THE 5-PART INTERVIEW

1. Before the Interview

- **Do your homework.** Find out as much as you can about the company/organization before the interview. Do an internet search to find what services or products the company provides. Try to find the company's culture and long-term goals. Talk with current employees to learn more about the company.
- **Know where you are going.** Make sure you know where the company is located.
- Arrive **5-15 minutes early**. Do not arrive too early, but not late either.
- Be prepared for the interview. **Bring extra copies of your resume, a pen, and questions for the interview.**
- **Do not bring your phone** or at the very least make sure the phone is on silent.
- **Dress for success.** As a general rule dress one or two steps above the position you are applying for.

2. The Start of the Interview (Beginning)

- **Inform** the secretary/receptionist that you have an interview, whom it is with and the time of the interview
- **When meeting the interviewer**, look them in their eyes, shake hands firmly, introduce yourself, smile and be confident.
- Keep the communication **positive**. Watch your **posture**. Let the interviewer lead the interviewer. Remember to **SMILE**.
- **DO NOT** chew gum, curse, fidget, etc.

3. The Interview (Middle)

- **Stay positive** and keep good posture and body language.
- **Know your resume** well and be prepared to answer questions.
- Express your **willingness to learn**.
- Be **thorough with your answers**. Be prepared to give examples. If you do not understand the question, ask the interviewer for further explanation.
- **It is okay to take a moment** to organize your thoughts before answering difficult questions.
- You **do not need to answer illegal questions** such as questions relating to your age, religion, race, ethnicity, or marital status.
- **Don't** focus on your weaknesses or your negative attributes, criticize former employers, discuss personal issues, or salary/benefits unless initiated by the interviewer.

4. The Interview (End)

- **Ask job-related questions** you prepared for the interview.
- If offered the job immediately, **be prepared to discuss salary, benefits, work hours**. You do not need to give them an immediate answer.
- If you are told that you will be contacted, **ask about how long it will be**.
- **Thank the interviewer** for their time and reiterate your interest with the company/organization.
- **Shake hands firmly** on the way out.

5. The Follow-up

- Send the interviewer(s) a **thank you letter** soon after the interview.
- **Follow up** with the company a week or two after the interview to see if they have made a hiring decision. Remember to keep it professional.

COMMON INTERVIEW QUESTIONS

1. Tell me about yourself.
2. What are your short term and long-term career goals?
3. Why did you choose this career?
4. What are your greatest strengths and weaknesses?
5. Why should I hire you?
6. What did you like most about your last job? What did you like least?
7. Tell me about your last supervisor.
8. Describe a situation where you had to collaborate with a difficult colleague or client.
9. Describe a difficult problem you faced and how you approached it.
10. Describe a situation when you needed to take initiative.
11. What led you to choose this career field?
12. How do you work under pressure?

SAMPLE QUESTIONS TO ASK THE INTERVIEWER

1. How would you describe a typical week/day in this position?
2. When will the decision be made as to who is hired?
3. What do you like about working for this company?
4. How do you encourage employees to further their education?
5. What are the long-range plans for this organization?
6. What are your expectations of the person in this position?
7. Can you tell me about the history of this position and changes anticipated?
8. How will I be evaluated?

MOCK INTERVIEW EVALUATION

Student _____

Date of Interview _____

Interviewer _____

Rate the interviewee on a scale of 1 (lowest) to 5 (highest) in the following areas.

Nonverbal Behaviors

1. Dressed Appropriately	1	2	3	4	5
2. Firmly shook hands of interviewer	1	2	3	4	5
3. Maintained eye contact	1	2	3	4	5
4. Maintained good posture	1	2	3	4	5
5. Did not fidget	1	2	3	4	5
6. Used appropriate hand gestures	1	2	3	4	5

Verbal Behaviors

1. Listened closely to questions	1	2	3	4	5
2. Answered questions concisely and completely	1	2	3	4	5
3. Greeted interviewer	1	2	3	4	5
4. Thanked the interviewer	1	2	3	4	5
5. Emphasized qualifications	1	2	3	4	5
6. Displayed enthusiasm	1	2	3	4	5
7. Focused on strengths	1	2	3	4	5
8. Kept the interviewer positive by not using negative	1	2	3	4	5
9. Acted politely throughout the interview process	1	2	3	4	5
10. Stayed Calm	1	2	3	4	5
11. Asked appropriate questions	1	2	3	4	5
12. Spoke clearly and was audible	1	2	3	4	5
13. Demonstrated knowledge of the company/organization	1	2	3	4	5

Additional Comments: Things that went well, areas to improve on _____

SPEED INTERVIEW ACTIVITY

TEACHER INSTRUCTIONS:

1. PLACE THE DESKS IN AN INNER/OUTER CIRCLE.
2. HAVE HALF THE CLASS SIT ON THE OUTSIDE OF THE CIRCLE AND THE OTHER HALF ON THE INSIDE.
3. STUDENTS SITTING ON THE INSIDE OF THE CIRCLE WILL EACH HAVE A DIFFERENT QUESTION (SEE QUESTIONS ON PAGE 2) AND THE STUDENTS ON THE OUTSIDE WILL BE ANSWERING THE QUESTIONS.
4. AT THE END OF **ONE FULL MINUTE**, HAVE THE STUDENTS ON THE OUTSIDE ROTATE ONCE TO THEIR LEFT AND ANSWER THE NEXT QUESTION. AFTER THE STUDENTS ON THE OUTSIDE ANSWER ALL THE QUESTIONS, SWITCH THE STUDENTS INSIDE TO THE OUTSIDE.
5. THE PURPOSE OF THIS ACTIVITY IS TO PREPARE STUDENTS FOR AN INTERVIEW, SO MAKE SURE THEY ANSWER QUESTIONS AS THOUGH THEY ARE IN A REAL INTERVIEW SITUATION.

INTERVIEW QUESTIONS

QUESTION 1: WHY DO YOU WANT TO WORK HERE?

QUESTION 2: WHAT IS YOUR GREATEST STRENGTH? HOW WILL YOU APPLY IT TO THIS POSITION?

QUESTION 3: TELL ME ABOUT A PROFESSIONAL ACHIEVEMENT YOU ARE PROUD OF.

QUESTION 4: WHAT KIND OF WORKING ENVIRONMENT DO YOU DO BEST IN?

QUESTION 5: ARE YOU A TEAM PLAYER? IF YES, PLEASE GIVE US AN EXAMPLE OF HOW YOU HAVE BEEN IN THE PAST.

QUESTION 6: WHAT IS ONE OF YOUR BIGGEST WEAKNESSES?

QUESTION 7: HOW DO YOU WORK UNDER PRESSURE?

QUESTION 8: SHARE SOMETHING YOU'VE DONE THAT SHOWS INITIATIVE AND A WILLINGNESS TO WORK.

QUESTION 9: ARE YOU A RISK TAKER? WHY OR WHY NOT?

QUESTION 10: WHAT WAS THE LAST PROJECT YOU LEAD, AND WHAT WAS THE OUTCOME?

QUESTION 11: TELL ME ABOUT YOURSELF AND YOUR EXPERIENCE.

QUESTION 12: DO YOU HAVE ANY QUESTIONS FOR ME?