



**Interview Skills:  
Lessen Your Anxiety and Land that Job!**





# Introduction



- The interview process is your opportunity to showcase your skills, experience, and enthusiasm for the job.
- First impressions matter, and preparation is key!
- We have tools to help you succeed!

# Purpose of an Interview



- Allows employers to assess your qualifications and fit for the role.
- Gives you a chance to learn more about the company and position.
- Helps you determine if the job aligns with your career goals.

# Types of Interviews



- **Screening Interview:** Used to narrow the field.
- **One-on-One Interview:** Most common type; usually conducted by hiring official.
- **Group/Panel Interview:** Conducted by several people at once.
- **Meal Interview:** Used to see how you interact in a social situation.
- **Second/Site Interview:** Tour of the workplace, meet the staff, and asked additional questions by employer; usually ½ or full day.

# Preparing for the Interview



- Research the company: mission, values, recent news, culture.
- Understand the job description and required qualifications.
- Know your resume and be ready to discuss your experiences.
- Practice common interview questions.

# 5 Skills to Hone for a Job Interview



- Prepare
- Show enthusiasm
- Start using “I” statements
- Be a good storyteller
- Get comfortable with silence



# Dress for Success



- Dress appropriately based on the company's dress code (business professional or business casual).
- Ensure clothes are clean and wrinkle-free, and fit well.
- Keep accessories and grooming professional and minimal.

# Prepare with an Elevator Pitch



- 30-60 second introductory statement
- A brief overview of yourself as a candidate; “N.E.W.S.”
- Name: Who are you?
- Education: Where have you studied? What’s your degree in?
- Work: What is your most recent/relevant work experience?
- Skills: Which of your skills make you qualified for the position?



# During the Interview



- Arrive on time (which really means a few minutes early).
- Make eye contact, give a firm handshake (if appropriate), and smile.
- Speak clearly and maintain positive body language.

# Common Interview Questions



- “Can you tell me about yourself?”
- “What are your strengths and weaknesses?”
- “Why do you want to work here?”
- “Describe a time you handled a challenge.”
- “Where do you see yourself in five years?”
- “How do you prioritize your tasks?”
- “How do you handle stressful situations?”

# Answering Interview Questions



- Use the STAR method (Situation, Task, Action, Result) to structure responses.
- Relate your answers to the job and how your skills match.
- Be concise, confident, and honest.
- Always stay upbeat and positive; demonstrate your desire to do the job along with your strengths!



# STAR Method



- **Situation**: Set the stage for the interviewer by providing an overview of the situation and any relevant background information. Be specific and succinct!
- **Task**: What goal(s) were you working towards?
- **Action**: Describe the actions you took to address the situation with the appropriate amount of detail. What particular steps did you take and what was your contribution?
- **Result**: Describe the positive outcome of your actions. Don't be shy!

# Asking the Interviewer Questions



- “What does a typical day in this role look like?”
- “What are the biggest challenges someone in this position might face?”
- “What are the next steps in the hiring process?”
- Avoid questions about salary and benefits in the first interview.

# After the Interview



- Send a thank-you email within 24 hours.
- Restate your interest in the position and highlight a key point from the interview.
- Follow up if you haven't heard back within the given time frame.



# Interview Mistakes to Avoid



- Not researching the company or the role.
- Arriving late to the interview.
- Speaking negatively about past employers or co-workers.
- Not preparing for common interview questions.
- Failing to follow up after the interview.

# Conclusion



- Interviewing is a skill that improves with practice.
- Be confident, professional, and prepared.

**Any questions?**

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