

# How to Interview Well



MOODY  
Bible Institute™

# Interviewing

- Get to know the organization inside and out.
- What relates to the job you are seeking? What are they passionate about?
- Put the job description and your resume next to each other and draw lines between job requirements and your resume showing you have experience.
- Draw dotted lines from requirements you haven't done to resume experiences that are similar and think about how to explain your competence.

# Interviewing

- Think through the job description and anticipate questions.
- Bring positive examples to talk about that demonstrate your experience.
- Project yourself into situations that the job description points to and think of examples from your experience.
- If you have not done a requirement specifically, then have a related experience example as a defense.
- Based on your research, have two or three intelligent questions to ask.

# Interview Questions

- **Behavioral** questions ask you to give an example from your life to answer. Past behavior is often a good predictor of future behavior.
- **Job Specific Situational** questions relate to specific situations that occur with particular jobs. Think through tough situations at a job and have examples of how you positively handled each problem.
- **Strengths and Weaknesses** questions evaluate your self-awareness. Think through your knowledge-based skills and portable skills (job to job). Think of non-personal weaknesses and talk about them as something you are working to improve.

# Interview Types

- Human Resources initial interview.
- Group interview with multiple candidates.
- Group interview with multiple interviewers.
- Departmental one-on-one interview.

# HR Interview

- This is the first interview, and it deals the most with your resume and with your cover letter.
- They are looking for how you fit the job description.
- They will go through your resume and ask questions.
- This is where you get to defend the “related” areas of your resume. How well do you know the company? How well do you know the job?

# Group Interview

- Your goal is to stand out in a good way so you can get a solo interview.
- This interview style may have multiple candidates and multiple interviewers.
- You may answer typical questions, but you may be given a problem to solve or a work simulation exercise.
- This interview focuses on how you interact with others, demonstrate skills, and solve problems.

# Group Interview

- Don't show surprise at the group format. They may be watching to see who is flexible.
- Resist the urge to introvert, and talk to the others. Then you are seen as a facilitator and a networker, and it demonstrates confidence. Friends can come in handy during the interview.
- Knowing and using the other candidate's names in one of your responses marks you as a leader. It can help you build off of someone else's answer and add your follow up idea.



# Group Interview

- Include the group in your answering so you involve everyone.
- Be yourself. Don't interrupt or talk over others, rather speak well when it is your turn.
- You may not be outgoing, but you can do well. When you answer, don't start with an apology and don't let your voice trail off. Make original contributions.
- Pay attention, follow the conversation, and lean forward in your seat.
- Remember names to show your engagement in the conversation.

# Group Interview

- Try to write down the names and positions of the interviewers, so you can address them by name.
- When answering a question, you need to address and make eye contact with the questioner, but glance at the others every so often to keep them engaged in the conversation.
- Try to remember a specific conversation that you have with each interviewer, so that you can do your thank you notes better.
- Remember to not slouch, but have good posture.

# Solo Interview

- This interview will focus mostly on the job and your fit with the rest of the team.
- The interviewer will ask if you have questions. Be prepared and ready to ask intelligent questions about the organization.
- This is also where you can ask clarifying questions about what the job requires.

# Phone Interview

- Smile as you talk on the phone, because it will make your voice sound happy and upbeat.
- Sit in a quiet place where you won't be interrupted, and can have your resume and the job description spread out in front of you
- Try to picture the person you are talking to because that helps you sound better.
- Sit up straight because that also helps you sound better

# Video Interview

- Organize your interview space in a quiet, uninterrupted place.
- Test your technology to make sure it works.
- Have a plain wall background, but watch for glare and being back lit.
- Let your camera show you from the waist up.
- Do a practice video interview so that you are comfortable and get feedback.
- Plan for glitches and have a backup plan.

# Video Interview

- Test all equipment before the interview begins.
- Dress professionally and test how it looks in the monitor. Plan your attire so that you can see your face clearly on the other person's screen.
- Watch for back light hiding your face.
- Turn off everything that might distract you.
- Look at the camera not the screen, so you are looking them in the eye.
- Wait a second to respond, in case the connection is weak.

# Interview Tips

## Interviewing Tips and Advice

- Firm hand shake, not a bone crusher, but not a limp fish.
- Eye contact says you are engaged and trustworthy.
- Being 10-15 minutes early is being on time and being on time is being late.
- Don't be rude or negative to anyone or about anything.
- Bring about 10 extra copies of your Resume with you.
- Dress appropriately.
- Don't be negative about anything or anyone.

# Thank You Notes

- Handwritten and email thank you notes help you stand out as an excellent candidate.
- Keep track of who you interview with so you can send them a note.
- Notes do not need to be long, but should include a reference to a conversation and one more soft plug for why you are a great candidate.
- Send them the same day as the interview.



# Career Services

- No matter what kind of job you want, Career Services helps you prepare.
- Make an appointment with Patrick Friedline, the Associate Dean of Career Services.
- Email [patrick.friedline@moody.edu](mailto:patrick.friedline@moody.edu) with options for when you can meet.
- Call (312) 329-4414 to make a phone appointment.
- Use Lifesize for a video call.