 Tips to Ace the Interview

After creating your perfect application package, you have been offered an interview - congratulations! But now what? How do you stand out in an interview? While every company will have different interview techniques, the tips below will give you a firm foundation to ensure you show up ready for success.

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| Research |
| Look up the employer and find out about them. What are the companies’ values and mission statement? Think about why you would like to be a part of their team. Read over the job description again and understand the role. What are the skills needed? What are some examples of times you displayed these skills? |

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| Practice |
| Look up frequently asked interview questions and get comfortable with them. Ensure you have examples from your experience to pull from. You do not need to memorize answers but being prepared ensures you will not be stumped. You may want to ask a friend or family member to conduct a mock interview with you. The more you practice the more natural and confident you will come across in person. |

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| Types of Questions to Expect |
| Skills-based questions are directly related to experience with tools, technologies, and industry standards.  Behavioural questions offer a view of each candidate’s approach to a task based on experience. In the MSU’s opinion, past performance is an excellent indicator of future performance.  Situational questions are hypothetical, which give the interviewer the chance to see how a candidate may react to a scenario in the role. |

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| Types of Answers |
| The STAR Method provides a simple framework to use when designing your answers. Following this method also gives your responses a logical beginning and end.  S: Situation: Open with a description of the situation and context of the success story (who, what, where, why, how)  T: Task: Explain the task you had to complete, highlighting any specific challenges or constraints  A: Action: Describe the specific actions that you took to complete the task. These should highlight your strengths.  R: Result: Close with the result of your efforts |

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| Other Things to Consider |
| Be on Time  If you are unsure about the meeting place or what time your interview was, just ask. Rule of thumb is to be 5 minutes early. Remember that showing up *too* early can be just as big of an inconvenience for the interviewer as being late!  Dress code  Every organization has different expectations. For the MSU, most interviewees show up in business casual clothing.  Introductions  Introduce yourself, shake the hands of the hiring panel and don’t forget to smile. This sets a positive and respectful tone for the interview.  Ask a Question  When the interviewer asks, “do you have any questions for us?”, have one ready to go. You could ask something specific about the role (“what does the day to day look like in this position?”) or something about the interviewer themselves (“what is your favourite part about working for this company?”). This is all about showing interest in the workplace and organization.  Say Thank You  Leave the interview the way you came: respectful and positive. Thank everyone for their time.  Relax  A great interviewee strikes a balance between being prepared and self-assured. Remember, those across the table are human too, and have been in a similar position to you before. If you need to take a minute to think of a response, or catch your breath, do so. |