Interviewing

Working to support our military veterans in cooperation with Accenture

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Interview purpose and type

Interviews give companies and individuals the opportunity to trade information and determine if there is a good fit for each party. Below are different types of interviews:

**Screening** — Some positions require applicants to be screened to determine if they possess the qualifications necessary for the job; this type of interview will occur prior to entering the official hiring process.

**Traditional** — Asks a series of basic questions about the interviewee and sometimes questions about experiences.

**Behavioral** — An interview technique where an applicant is asked to describe past behavior in order to determine how he or she will perform in a given situation.

**Group** — Used to understand how interviewees behave and stand out among the other applicants that he or she is interviewing with.

*Note:* In some instances, a behavioral or skills-based assessment may be required before an interviewee is eligible for an interview.
Before the interview

Before you interview for a position, whether on the phone or in person, you should do the following:

• **Research the position** — You should work to understand how the department’s functions fit within the organization and attend any informational sessions the department offers.

• **Identify your skills** — Create a top five list of the qualities you possess that match the needs of the role for which you are interviewing.

• **Practice** — Review your responses to the most commonly asked interview questions and practice delivering them.

• **Rest** — Be sure to get a good night’s sleep the night before the interview.
What to do before an interview

**Things to do**

- Make sure to bring:
  - Address and name of contact
  - Notepad and pen
  - Copies of your resume, letter(s) of recommendation and thank you notes

- Prep yourself to translate your military experience into a civilian setting.

- Write down key numbers, such as how many troops you commanded, the size of the payroll you ran or the amount of money allocated to your unit.
  - Example: You led five men in the maintenance of 200 million dollars’ worth of equipment.

**Things not to do**

- Use tobacco products — be careful of the effects of using tobacco before an interview, as they may leave an unpleasant odor.

- Bring food or drink of any kind with you.

- Select clothing that exposes piercings or tattoos.

- Invite friends or family to come.

- Include the use of the 24-hour clock, or military terms and acronyms in prepared materials.
The interview

Interviews offer you the chance to showcase your skills and prove to employers the value you offer their company. So during the interview, it is important to do the following:

• **Dress neatly and professionally** — Refer to the Dress for Success Quick Reference Card.

• **Make a good first impression** — It is important to arrive five minutes early, smile, show energy and shake hands firmly.

• **Stay calm** — Listen carefully before you answer each question, and then take a breath or pause to think before providing a brief and honest answer to a question.

• **Interact with the interviewer** — Ask the interviewer about the position and his or her feelings on the company.

• **Be natural / be yourself** — Try to see the people interviewing you as equals. You should avoid the use of “Yes, ma’am” or “No, sir” when answering questions.
Commonly asked questions

Most of the interview will consist of the interviewer asking you questions. A few of the most common questions are below:

• “Why do you want to work here?”
  - Having researched the company, name three reasons of why it is a good fit for you.

• “What are your strengths?”
  - Highlight your strengths, such as being responsible, dedicated, hard-working and so on.

• “What are your weaknesses?”
  - Talk about how you overcame a difficult situation and what you have learned from it.

• “Why should you be selected over other candidates?”
  - Acknowledge that there are other qualified candidates interviewing for the same role and explain what sets you apart from them.
After the interview

When the question portion of the interview is over, it is important to remember the interview process is still not complete. The steps you take at the end of an interview, or immediately after the interview, can be as important as the interview itself. Make sure you:

• Ask what the next steps are (additional interviews, more information and so on.)
• Ask when the employer plans to make a decision and when you may get back in touch.
• Ask for a business card or contact information so that you can follow up.
• Thank the employer for their time and interest — smile and shake hands.
• Always follow up with a thank-you note (refer to the Thank-You Card Template Quick Reference Card).

Dear Mr. Smith,

Thank you for taking the time to speak with me today. I really appreciated learning more about your company and the position. I am confident my skills and experience will be a good fit for your team, and I hope to hear from you soon.

Thanks again,
Joe Jones
Final tips

Interviews are not only a chance for the company to get to know you but also for you to get to know the company. In summary:

- Prepare — do your research.
- Arrive on time and look professional.
- Be prepared to discuss information provided on your application or resume.
- Give brief answers and use recent examples.
- Avoid discussing personal issues.
- Make the most of your chance to ask questions.
- Be aware of your tone of voice and body language.
- Be positive and smile.
- Follow up with a thank you note.