

# Today's Job Interview: Tips for Success

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# Today's World of Interviews

- Many new formats
- Competition can be fierce
- Phone screens/interview are often the first step
- Video interviews are very popular
- Long interview process is not uncommon
- Often meet with more than one person
- Behavioral questions becoming increasingly popular to see how you respond to various scenarios and situations



# Interview Types

- In person interview (traditional)
- Phone interview
- Video interview
- Panel interview
- Group interview
- Case interview





# The Traditional Interview

- You get the call
- Dress for success
- Arrive a little early
- Make a good impression
- Start with a strong opening
- Answer the questions
- Ask questions
- Keep it positive
- Find out next steps



# Phone Interview

- Be prepared
- Have your resume and a calendar in front of you
- Know the company and interviewer
- Make it a conversation
- Speak slowly and clearly –  
pause before your answer
- Treat just like an in-person interview
- Make sure you have good reception
- Take the call in a distraction-free,  
noise-free environment
- Make sure they have your materials in advance
- Smile



# Video Interview

- Know how to use the equipment or technology
- Test your technology
  - Be aware of the microphone
- Plan for common interview questions
- Dress formally from head-to-toe
- Prepare your area
  - Find a quiet meeting space
  - Communicate with your household
- Make eye contact –
  - look at the camera – not your screen
- Keep it positive – smile!





# Panel Interview

- You are in the hot seat
- Stay calm under pressure
- Know your judges
- Connect with each panel member
- Stay engaged with the person who asked the question
- Turn it into a conversation
- Have a question for each panel member at the end
- Thank each member of the panel individually

# Group Interview

- Figure out how to stand out
- Be respectful of others
- Keep bragging/“one-upping” in check
- Observe competition
- Prepare a strong opening statement – tell me about yourself
- Balance your position – don’t be too aggressive or too shy
- Smile and nod
- Stay positive
- Ask great questions

# Case Interview

- Problem solving test or task
- Focus on your thinking process
- Demonstrates your creative thinking
- Evaluates how you come up with solutions to challenges
- Measures strategy, tactics, predicted outcomes

# HOW TO PREPARE?



# How to prepare for an internship interview?

- Research the company
  - Company's mission
  - Clients and industry
- Gather samples
  - Focus on your skills and accomplishments
- Practice the interview
  - Review frequently asked questions





# How to prepare for an internship interview?

- Think of questions
  - Make a list of thoughtful questions
    - Can you tell me about the onboarding process?
    - Can you describe the company's culture?
    - What is the next step in this process?
- Dress appropriately
  - Business professional or business casual
- Be organized and on time



# Use the STAR technique

- **Situation:** The situation explains the event or problem that you wanted to overcome. Provide a short context for the interviewer.
- **Task:** The task is the role that you had in the situation. This section is usually brief, as it simply describes what you had to do to solve the problem.
- **Action:** The action section of this format describes the exact actions you took to overcome the challenge.
- **Result:** The result is the outcome of your task and actions. This shows the interviewer how the steps you took resolved the situation.

# TOP INTERVIEW QUESTIONS



# Common internship interview questions and sample answers

- **Can you tell me about yourself?**

- Providing a summary of your background and focus on your academic and professional experiences or interests.

**Example:** *“I’m [Name], I’m currently working toward a bachelor’s degree in marketing from HKU. I’m committed to furthering my education, which includes maintaining a high GPA while participating in extracurricular activities like the marketing club and college magazine.”*

# Common internship interview questions and sample answers

- **Why do you want an internship with this company?**
  - An indicator of how well you have prepared.

**Example:** *“The company’s success in encouraging the next generation of nurses excites me. I look forward to putting all of my classroom knowledge to work for your company, and I am eager to learn more. I’d love the opportunity to work alongside others who are consistently improving our community’s health and well-being.”*



# Common internship interview questions and sample answers

- **What makes you a good candidate for this internship?**
  - Address your academic and professional background

**Example:** *“This year I worked part-time at the faculty office on campus, so I have experience with assisting others with tuition and fee information, billing and loan services. As an accounting intern, I would bring what I’ve learned in the classroom and the office to your company.”*

# Common internship interview questions and sample answers

- **How does this internship relate to your career goals?**
  - Allows your interviewer to understand your ambitions

**Example:** *“A finance internship with your company would help me sharpen my analytical skills and provide me with real-life experience in investing and accounting. This internship will push me toward my career goal of becoming a financial planner. In five years, I see myself helping others to manage their money and find success with smart investments.”*

# Good Luck!

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