

# INTERVIEWING

To see our other workshops, visit https://rebrand.ly/sbgj5cv

### **Pre-Interview Strategies**

#### Take notes on...

- Company name
- Caller name & title
- Phone number & email
- Date, location, time (check time zone)
- Virtual link or parking location
- Ask what type of interview it will be
- Ask for names of interviewer(s)
- Before the interview
- Choose an interview outfit 1 or 2 days in advance
- Review the job posting, the company's website plus your cover letter & resume
- Don't be late. Arrive or login 10 minutes early
- . Know what 2 or 3 things you want to be remembered for

#### Know your marketable skills

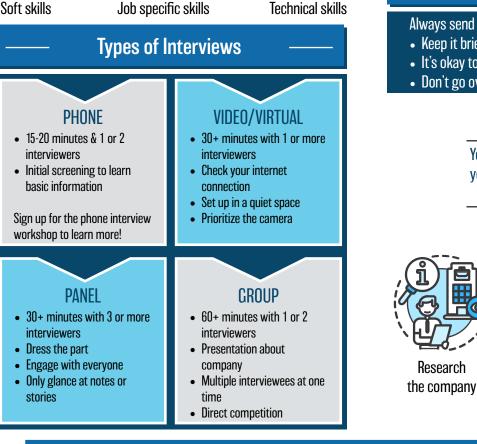






Soft skills

Technical skills



**ARAPAHOE COUNTY** 

#### **Interview Techniques**

## Intro/Elevator Speech

- 30 to 60 second introduction speech that shares who you are
- Summarize what you do
- · What makes you the best candidate

#### STAR Method

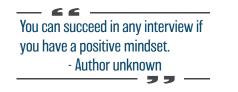
- **Describe the:**
- Situation
- Task

- Action
- Result

# **Post-Interview Etiquette**

Always send an electronic or hand written thank you note.

- Keep it brief & professional
- It's okay to state again your interest in the position
- Don't go overboard with stationary







Practice

interviewing



Listen and ask questions

**CONTACT US** 



Arapahoe/Douglas Works! is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.





- 1. Prepare & practice an Intro/Elevator Speech for interviews or networking events.
- 2. Research 3 to 5 companies that you are interested in working for, this month.
- 3. Create **2 STAR Stories** until you have **10+ unique stories** to share in an interview.
- 4. Register for a **Mock Interview** workshop or practice with a friend.
- 5. Why wait, **pick out your interview clothes** a few days in advance.
- 6. Find or prepare **3 to 5 questions to ask the interviewer**, at the end of the interview.
- 7. Use the internet to search for **specific interview questions** for your job title or industry.
- 8. Join 2 relevant networking groups & make 5+ connections a week on LinkedIn.
- 9. Set up at least 2 informational interviews a month.
- 10. Identify your top 5 strengths & prepare to describe yourself in 10 distinctive words.

NOTES

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