


Preparing for Interviews for Interviewee



AnthemEAP

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Look Inside – Know Yourself

- Your personal values
- Your skills
- Your transferrable skills
- Your passions

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Identify Personal Values

- Job Security
- Money/Benefits
- Independence
- Challenging Environment
- Recognition
- Making a Contribution
- Relaxed Environment
- Competition
- Decision Making Ability
- Helping Others
- Power/Control
- Flexibility/Work Life Balance




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Your Skills – I'm Good At ...

<ul style="list-style-type: none"> • Advising • Analyzing • Calculating • Debating • Investigating • Motivating • Organizing • Persuading • Writing • Coaching 	<ul style="list-style-type: none"> • Facilitating • Leading • Negotiating • Researching • Problem Solving • Budgeting • Coordinating • Inspecting • Managing • Teaching • Others?
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Transferrable Skills




- Communication skills
- Research/Investigative skills
- Critical thinking
- Information management skills
- Human relations/Interpersonal skills
- Design/Planning skills
- Management/Administration

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Job Satisfaction

- What brings you joy in a job?
- What are you passionate about?
- Find FLOW!



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Look Outside – What's Out There?



What's out there for me?


- Research
- Networking
- Mentors

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Preparing for Interviews


- Be clear about what you are looking for
- Do your homework – research company /position
- Prepare some intelligent questions
- Be prepared to answer questions with specific examples of your accomplishments
- Practice interviewing – mock interviews



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The Interview – First Impressions



- Be on time
- Dress for success
- Smile
- Be friendly and polite
- Firm handshake
- Maintain good eye contact
- Be conscious of your non-verbal cues

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During The Interview – Lasting Impressions


- Be positive – no badmouthing
- Listen - so you know what interviewer is asking
- Be prepared with specific examples
- Ask intelligent questions
- Ask for the job
- Send a thank you note
- Follow up

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Types of Interviews


- Screening Interviews
- Phone Interviews
- Behavioral Interviews
- Situational or Stress Interviews
- Technical Interviews



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Common Interview Questions



- Tell me about yourself?
- What was your greatest accomplishment in your previous job?
- What is your greatest strength?
- Tell me about your weaknesses?
- What did you like most/least in your job?
- What do you expect from a manager?

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Behavioral Interviews

- Based on the concept that past behavior should be an indicator of future behavior
- Does not ask what would you do or how would you handle a certain situation
- Asks you to give specific examples of how you did handle something in the past
- Site a specific situation, what did you do, and how did it turn out?

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Behavioral Interview Questions

- Tell me about a difficult, on the job problem you had to solve and how you went about it.
- Tell me about a time you had to deal with a very difficult client/customer. How did you handle it?
- What was the most important contribution you made in a previous job? Give details.

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Evaluation Survey QR Code



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