



Tips for a SUCCESSFUL INTERVIEW

From Drexel LeBow's Graduate Student Services



1 Prepare and Do Your Research

- » Do your research — know the challenges and successes of the company.
- » Learn about the person or people who will be conducting the interview and their role(s) at the company.
- » Be specific about why you are interested in working for the company.

3 Use Examples and Tell Stories

- » Practice briefly telling your career history, as many interviews begin with an open-ended question (e.g., “Tell me a little bit about yourself”) that allows you to introduce yourself.
- » Be prepared to discuss examples of your success with specific outcomes — and even a mistake or two and what you learned. Interviewers will best recall candidates who use stories to prove a point.
- » When relevant, be open to talking about a struggle you faced and how you overcame it.
- » Identify your key strengths and focus on your future goals.
- » Be prepared for questions that begin with, “Tell me about a time when you ...,” and use the STAR method to respond (see reverse side). Behavioral interview questions are frequently used and often scored.

2 Assess Your Experience

- » Before the interview, study the job description and assess your relevant experience.
- » Outline your competencies for the responsibilities and requirements of the job.
- » Be honest about the areas where you do not have as much experience and provide reasons why you are ready to tackle those challenges.

4 Connect the Dots and Leave a Great Impression

- » Prove that you can perform the job and bring real value, as the interviewer will be looking for this.
- » Be enthusiastic and positive while also exuding energy.
- » **ASK QUESTIONS!** Come prepared with a few and ask follow-up questions from the interview about the role, the company and next steps.
- » **REMEMBER** that interviews are not just about getting the job; they are also about answering, “Do I want to work with this person?” Be sure to interview them, too, and make sure you will be happy in this position.
- » **DO NOT** ask about benefits, salary or schedule during the first interview.
- » **ALWAYS** send a thank you email that highlights a memorable point from the interview or a key reason you are right for the job.

Behavioral Interview Preparation Guide: STAR Responses

Add competencies based on the position description, company and industry.

COMPETENCY	SITUATION (PROBLEM)	TASK (PLANNED)	ACTION	RESULT
Leadership				
Teamwork				
Analytical Skills				
Problem Solving				
Communication Skills				
Innovation				