

Business Career Services

Interviewing

Purpose

Employer: Assess the candidate's knowledge, skills, and fit.

Candidate: Assess the employer's alignment with interests, values, and goals.

Prepare



Research the Employer

- Utilize sources such as the employer's website, social media channels, Google News, and artificial intelligence (AI) tools.
- Understand the employer's mission, products/services, size, locations, history, leadership, values, culture, accolades, and future goals.



Develop Questions for the Employer

- Compose a list of questions to learn more about the interviewer, the organization, and the position.
- Focus on questions which demonstrate your research and do not have easy to find answers.
- Reflect upon what is most important to you in the role.



Review the Position Description

- Identify the expected qualifications and craft likely questions to practice answering.
- Determine what you will highlight from your background.



Plan for the Conversation

- Select a business professional outfit.
- Pack a padfolio, copies of your resume, notepad (with research and questions), and pen.



Practice Answering Questions

- Rehearse your introduction; highlight your present, past and future.
- Review questions curated through Big Interview.
- Recall and rehearse 8-10 examples which exhibit skills relevant to the position.
- Prepare to discuss your salary expectations.
- Schedule a mock interview with Business Career Services.



Big Interview

Big Interview offers hands-on practice tools to help people confidently win job interviews.

Interview



Nonverbal Communication

- Begin with a confident handshake.
- Make eye contact.
- Show enthusiasm through your body language and facial expressions.
- Listen attentively.



STAR Technique

- Pay attention to questions which require an example; "Tell me about a time when..."
- Format your example in four parts: **S**ituation, **T**ask, **A**ction, **R**esult.



Interview DOs

- Smile. Be curious.
- Portray a strong sense of self.
- Pause, as needed, to gather your thoughts.
- Share necessary details while being concise.
- Balance confidence with gratitude.
- End with an understanding of next steps.



Interview DON'Ts

- Show up late.
- Leave your cell phone on.
- Chew gum.
- Lie.
- Talk poorly of others.
- Bring up salary (wait until you are asked).



Phone Interview Tips

- Choose a space free of interruption.
- Dress professionally (even though they can't see you).
- Infuse enthusiasm and sincerity into your tone.
- Organize and utilize your resources (resume, research, talking points, questions).



Video Interview Tips

- Choose a space free of interruption with a professional background.
- Dress professionally from top to bottom.
- Remove or silence all distractions.
- Practice using the interview technology in advance.
- Join the meeting early to test connection and settings.
- Have an alternative plan ready if technology fails.



Interview Rooms

Business Career Services offers private, professional interview rooms. Stop in or email bcs@iastate.edu to reserve.

Follow-Up



Thank You Note

- Send within 1-2 business days.
- Elevate high points from the conversation.
- Ask any new questions you have.
- Reiterate interest.