

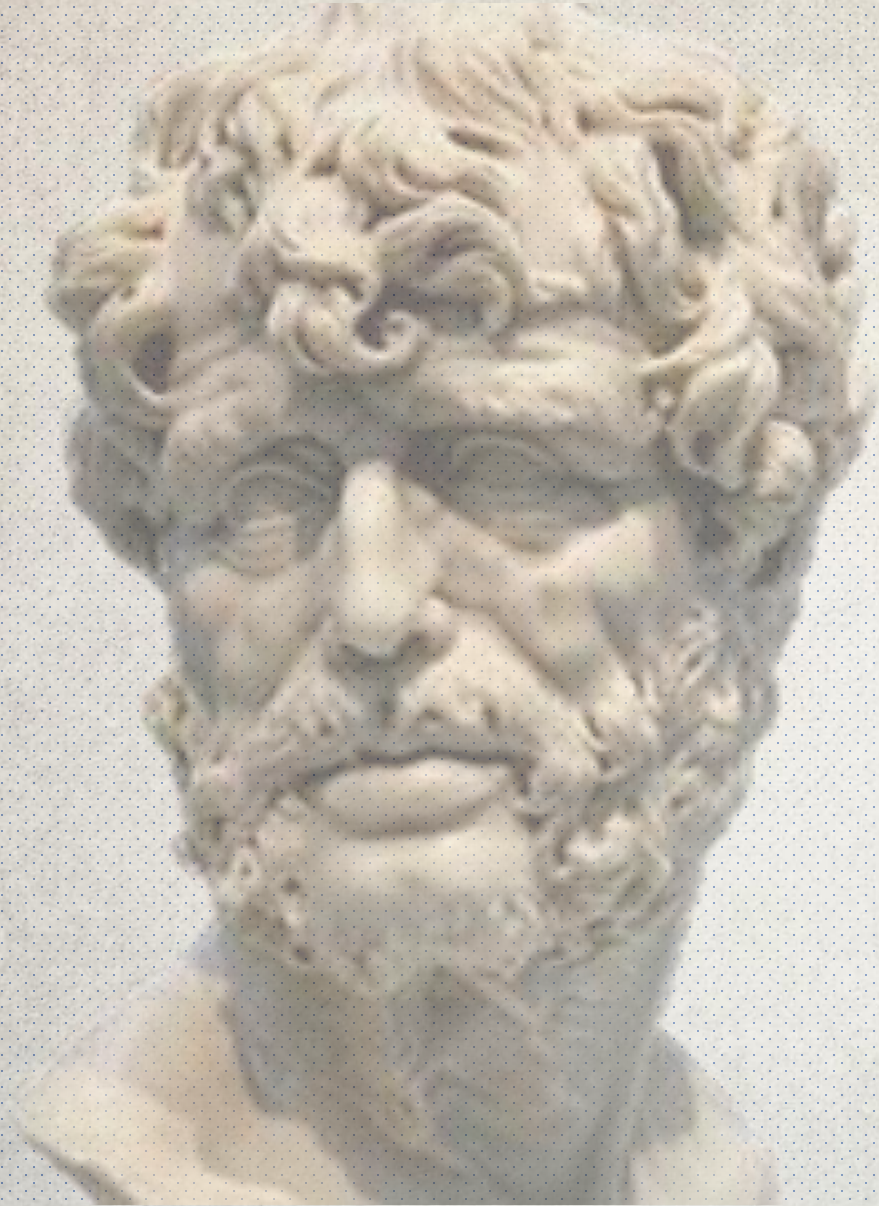
Nailing the Interview

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Luck is what
happens when
preparation meets
opportunity.

Seneca the Younger
Roman philosopher



1

2

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**How to nail the
interview in three
simple steps**

1

Be ready

2

Tell your
story

3

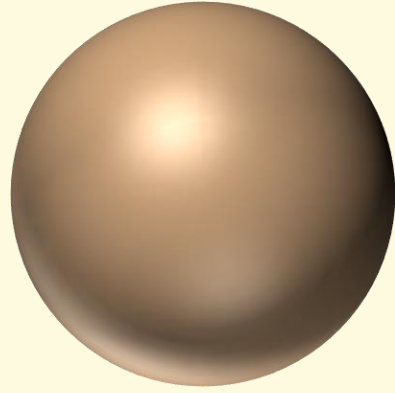
Follow
through

Caveats



1. You want the job

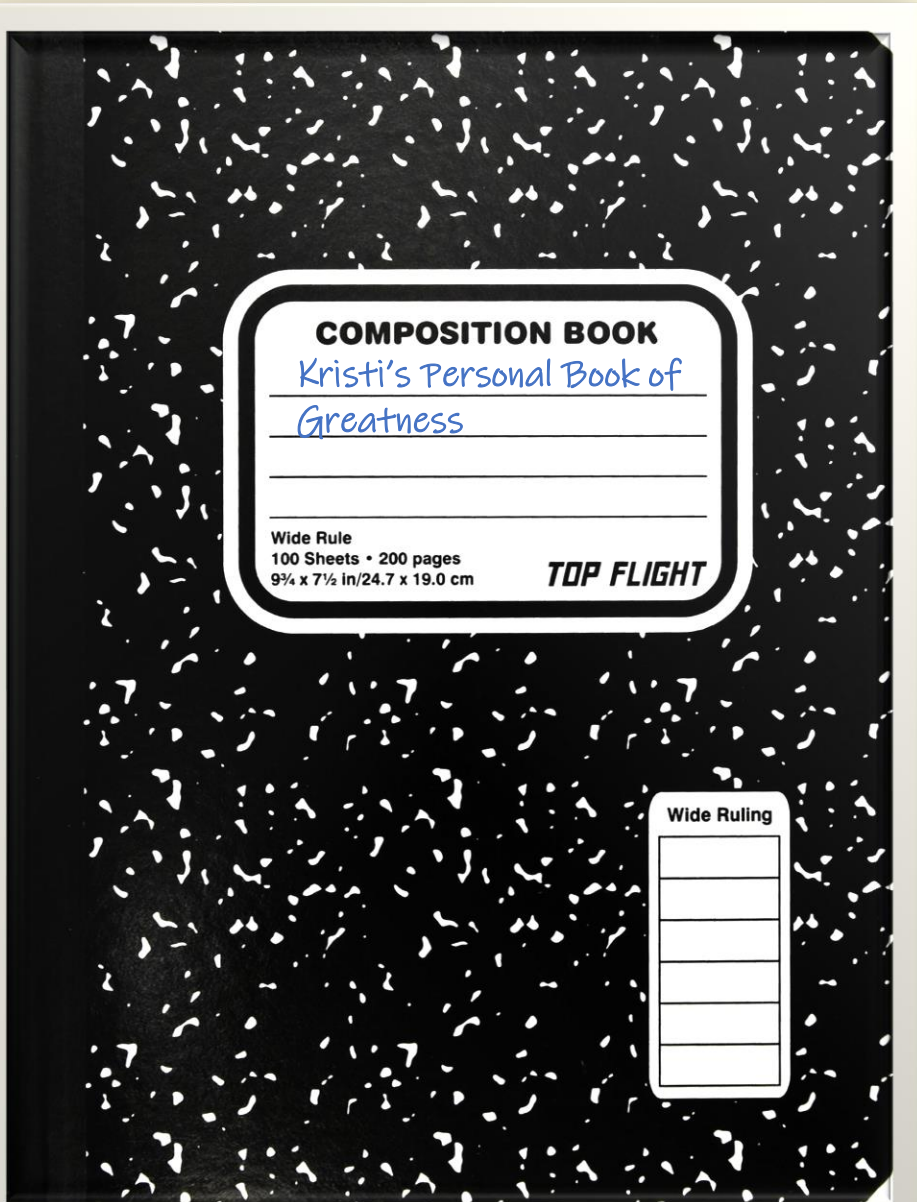
2. You are qualified for the job



Be ready

Inventory your life and work experiences

- What have you done that you are proud of?
- What has gone wrong and what did you learn?
- What is your greatest triumph?
- What is your biggest defeat?
- What made you the person you are today?



S

Situation

T

Task

A

Action

R

Result



Practice Exercise

Tell me about a time you had to buy a gift for a special person.



Review your accomplishments

Assign positive character traits to each accomplishment

<https://www.monster.ca/career-advice/article/50-personality-traits-for-the-workplace-canada>



Ambitious

Creative

Curious

Determined

Flexible

Focused

Honest

Insightful

Intuitive

Organized

Resourceful

Responsible

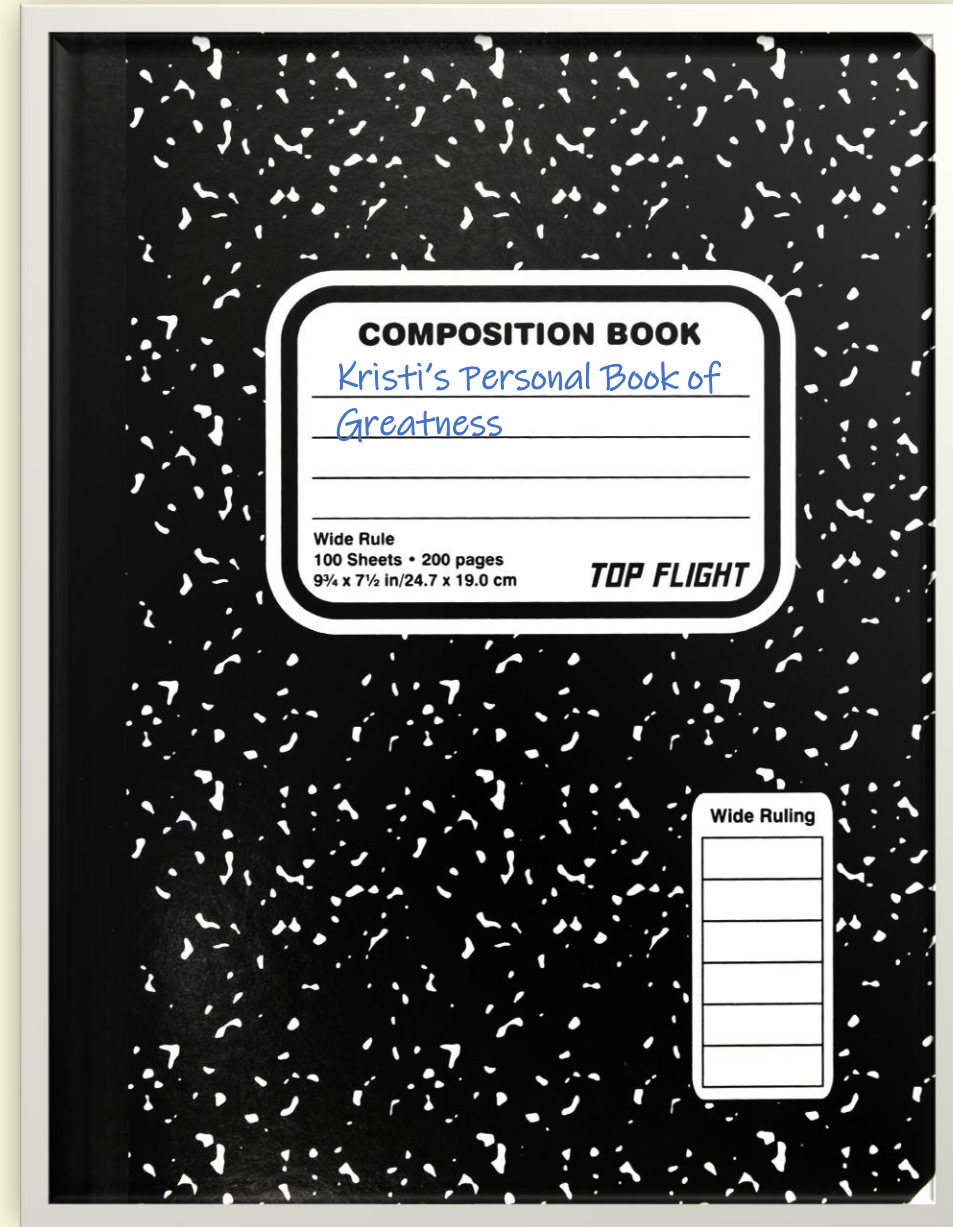
Read the job description or posting

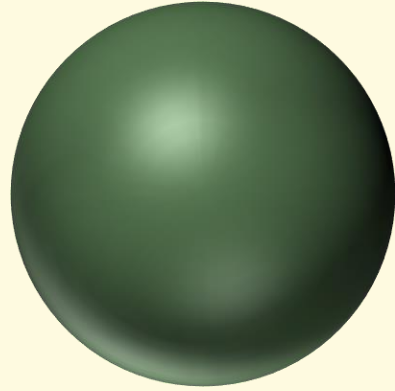
- ☞ **General Description**
- ★ **Essential Functions**
- ★ **Minimum Qualifications**
- ☞ **Preferred Qualifications**
- ☞ **Knowledge, Skills, and Abilities**



**You can (and probably
should) revise your
application and/or resume to
fit the job description**

The night before
your interview,
read your
accomplishments





Tell your story

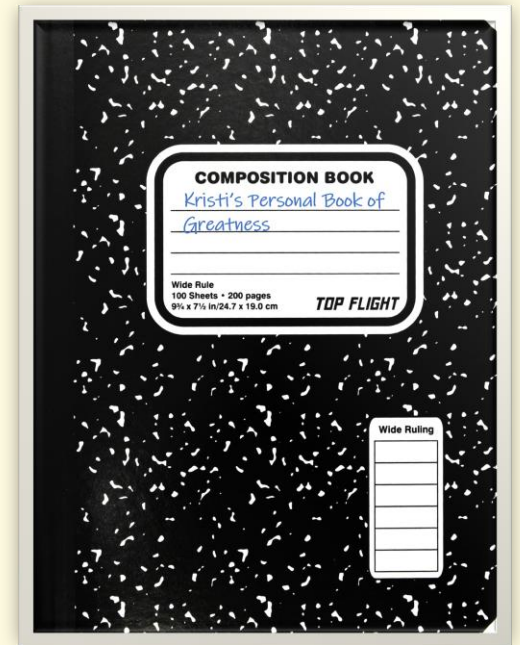
Every question is intended to inform the interviewer about your possession of a certain **skill, experience, or attribute.**

Three major types of questions:

- Experience – “Tell me about a time you...”
- Attributes – “What are your strengths...”
- Predictive – “What would you do if...”

Formulate your response

- Consider what skill, experience or attribute is being tested
- Identify an experience that demonstrates you have that
- Answer the question and provide an example



Example: Tell me about a time you took the lead to solve a problem

Okay answer:

I helped my team adopt the new CAPPS financial system.

Example: Tell me about a time you took the lead to solve a problem

Better answer:

S: I was a purchaser when my agency adopted the new CAPPS financial system. This was completely new for my whole team.

T: I was tasked with leading implementation for my team.

A: I created a new standard operating procedure (SOP) for our team that could be used as a reference for experienced staff as well as a training guide for new staff.

R: Our team was able to transition to CAPPS with fewer issues than other teams.

Example: What is your greatest strength?

Okay answer:

I am very knowledgeable in my job and can adapt when things change.

Example: What is your greatest strength?

Better answer:

I can identify and put in solutions that benefit my whole group.

For example...

S: I was a purchaser when my agency adopted the new CAPPS financial system. This was completely new for my whole team.

T: I was tasked with leading implementation for my team.

A: I created a new standard operating procedure (SOP) for our team that could be used as a reference for experienced staff as well as a training guide for new staff.

R: Our team was able to transition to CAPPS with fewer issues than other teams.

Example: What would you do if your team was forced to change their processes?

Okay answer:

I would help my team understand the new challenges and put systems in place.

Example: What would you do if your team was forced to change their processes?

Better answer:

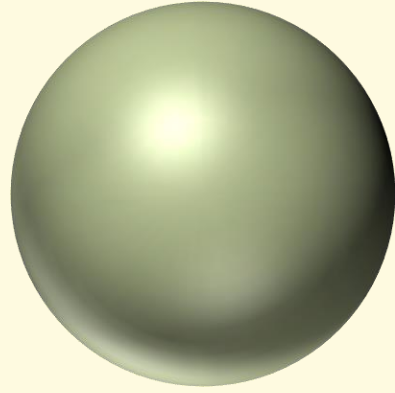
I would identify and put in systems that would benefit my whole group.
For example....

S: I was a purchaser when my agency adopted the new CAPPS financial system. This was completely new for my whole team.


T: I was tasked with leading implementation for my team.

A: I created a new standard operating procedure (SOP) for our team that could be used as a reference for experienced staff as well as a training guide for new staff.

R: Our team was able to transition to CAPPS with fewer issues than other teams.



Follow through



Congrats! You got the job!

- Celebrate!!
- Aspire to live up the attributes you displayed on the interview
- Look to add value every day
- Do more than is asked, without being asked



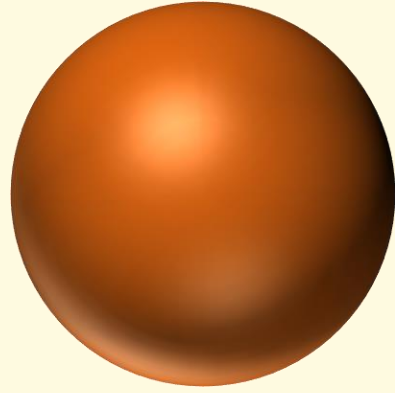
Keep being ready

- Learn something new
- Strive for work-life balance
- Challenge yourself
- Take some risks
- Find a mentor
- Be a mentor



The secret of joy in work is contained in one word—excellence. To know how to do something well is to enjoy it.

Pearl S. Buck
American Novelist and Nobel Prize Winner

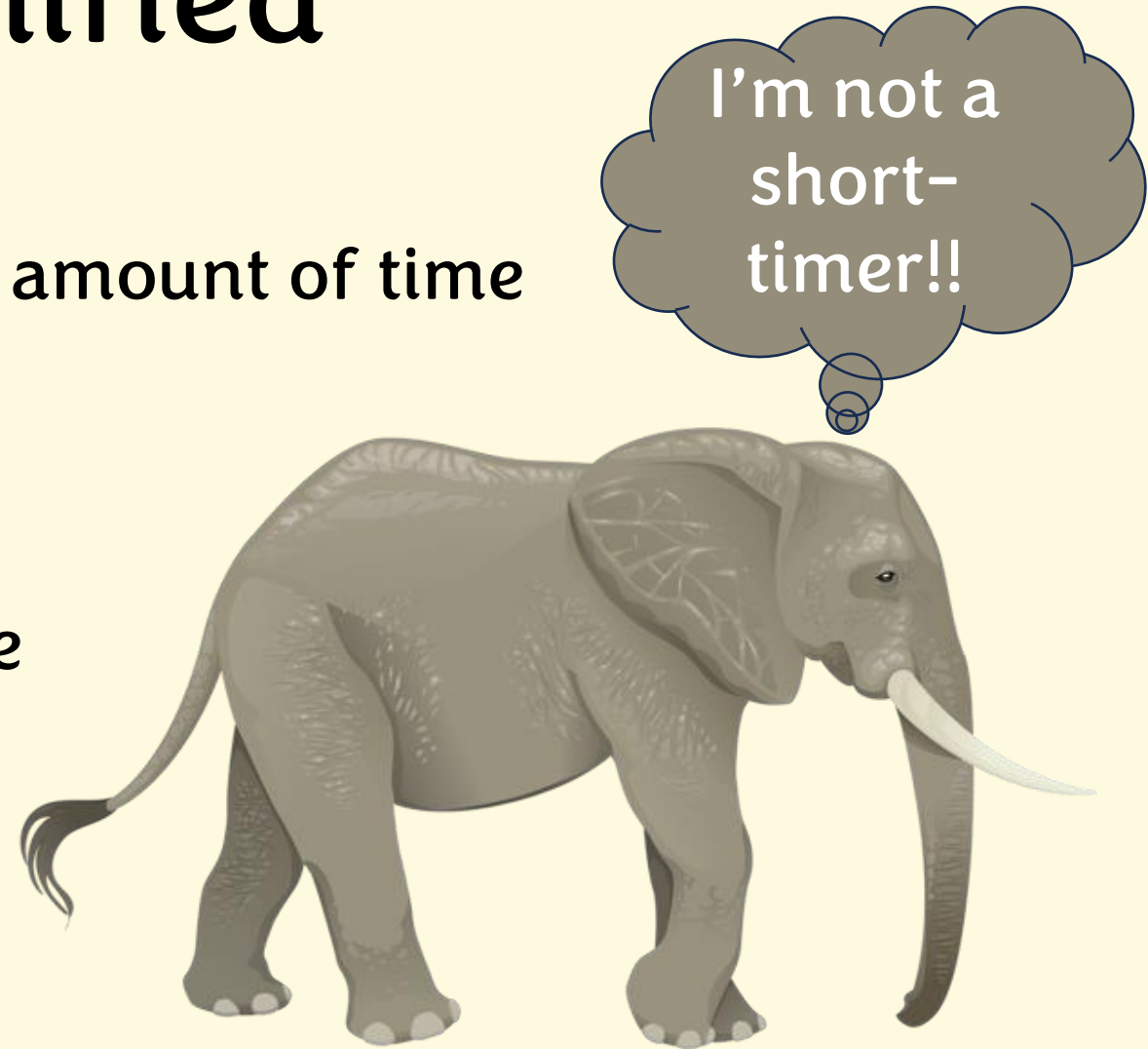


Special Cases

You are over-qualified

Address the elephant in the room

- Commit to staying a reasonable amount of time
- Commit to bringing more value
 - Train replacement
 - Develop systems
- Be honest about your long range plans and how this job fits in with them
- Be prepared to love the job



You are making a career change

- Embrace it and share your long-range plans
- Talk about your aspirations with excitement
 - Focus on transferrable skills
 - Marketing -> Creating reports, analyzing data
 - Supervising -> Training
 - Lab tech -> Inspecting, investigating
 - Acknowledge your inexperience as an opportunity to learn
 - Emphasize “fresh perspective”



Jobs are changing, so can you

Dream Jobs - Gen X (ages 7-11)

1. Teacher
2. Vet
3. Doctor
4. Athlete
5. Nurse
6. Scientist

Dream Jobs - Gen Z (ages 7-11)

1. Sports person
2. Teacher
3. YouTuber or influencer
4. Artist
5. Vet
6. Gamer

The “Weakness” Question

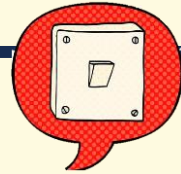
Options:

- Provide a weakness that’s really a strength:
 - “I care too much...”
 - “I work too hard...”
- Provide a weakness and show how you compensate
 - “I can be impatient...so I have to take more time before making changes to make sure people are on board.”
 - “I like to mull over options before making decisions...so I have to identify when a decision has to be made so I’m ready to make it.”



“Do you have any questions for us?”

Good to ask

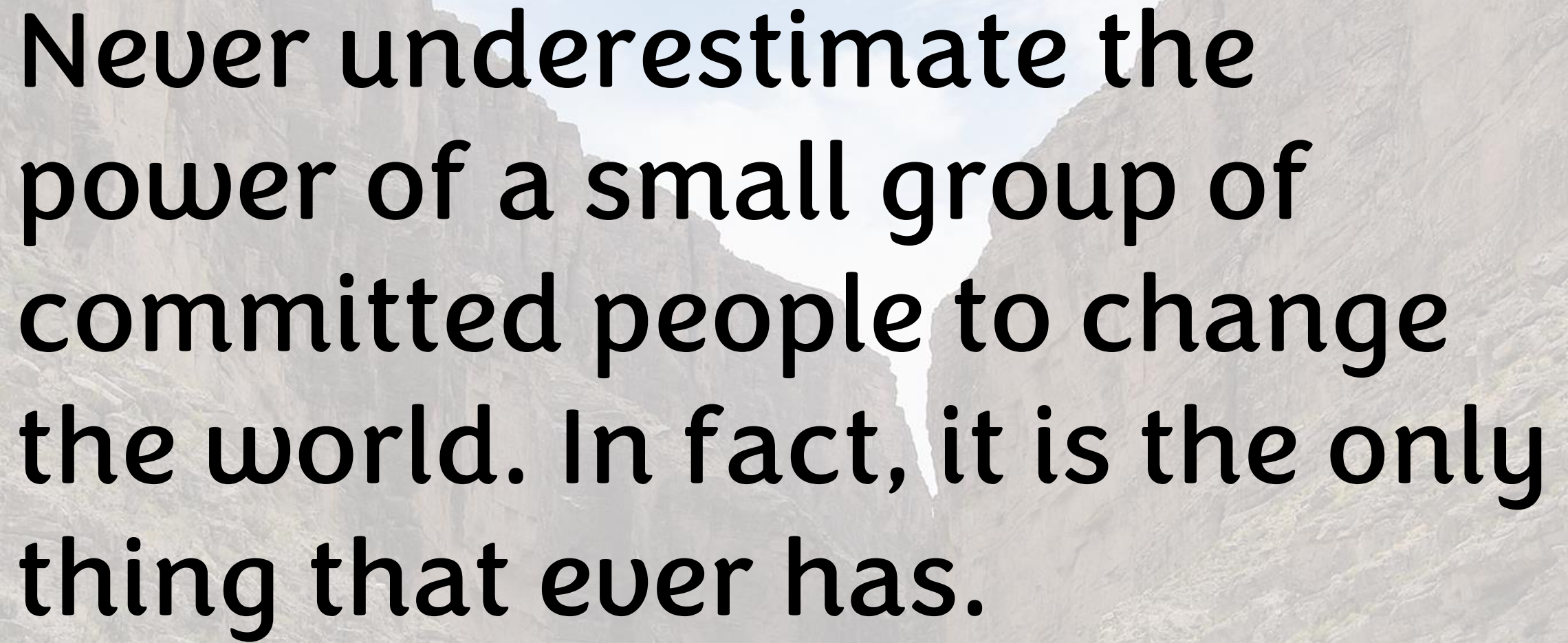


- “What are your goals for this organization?”
- “What would a typical day look like for me in this role?”
- “Can you tell me about the team that I’ll be working with?”
- “How soon do you plan to make a decision?”

Bad to ask



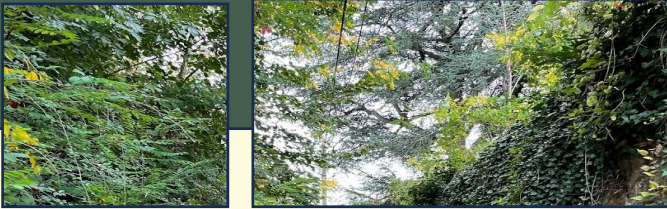
- “Is the salary negotiable?”
- “What are your paid leave policies?”
- “Will I be expected to work overtime?”



Never underestimate the power of a small group of committed people to change the world. In fact, it is the only thing that ever has.

**Margaret Mead
American Anthropologist**

Questions?



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