

WORKFORCE DEVELOPMENT:

Interview Skills



Learning Objectives

- You will learn how to prepare for interviews
- You will be able to answer common interview questions
- You will learn good interview techniques
- Steps to follow once the interview is completed



Why Interview Skills Matter



Key Points

- The Interview is your opportunity to demonstrate why you're the best fit for the job
- Strong interview skills can set you apart from other candidates
- Interviews are a chance to showcase your communication, problem solving, and interpersonal skills

Impact

- A well-prepared interview increases your chances of landing the job
- How you present yourself in an interview matters just as much as your qualifications



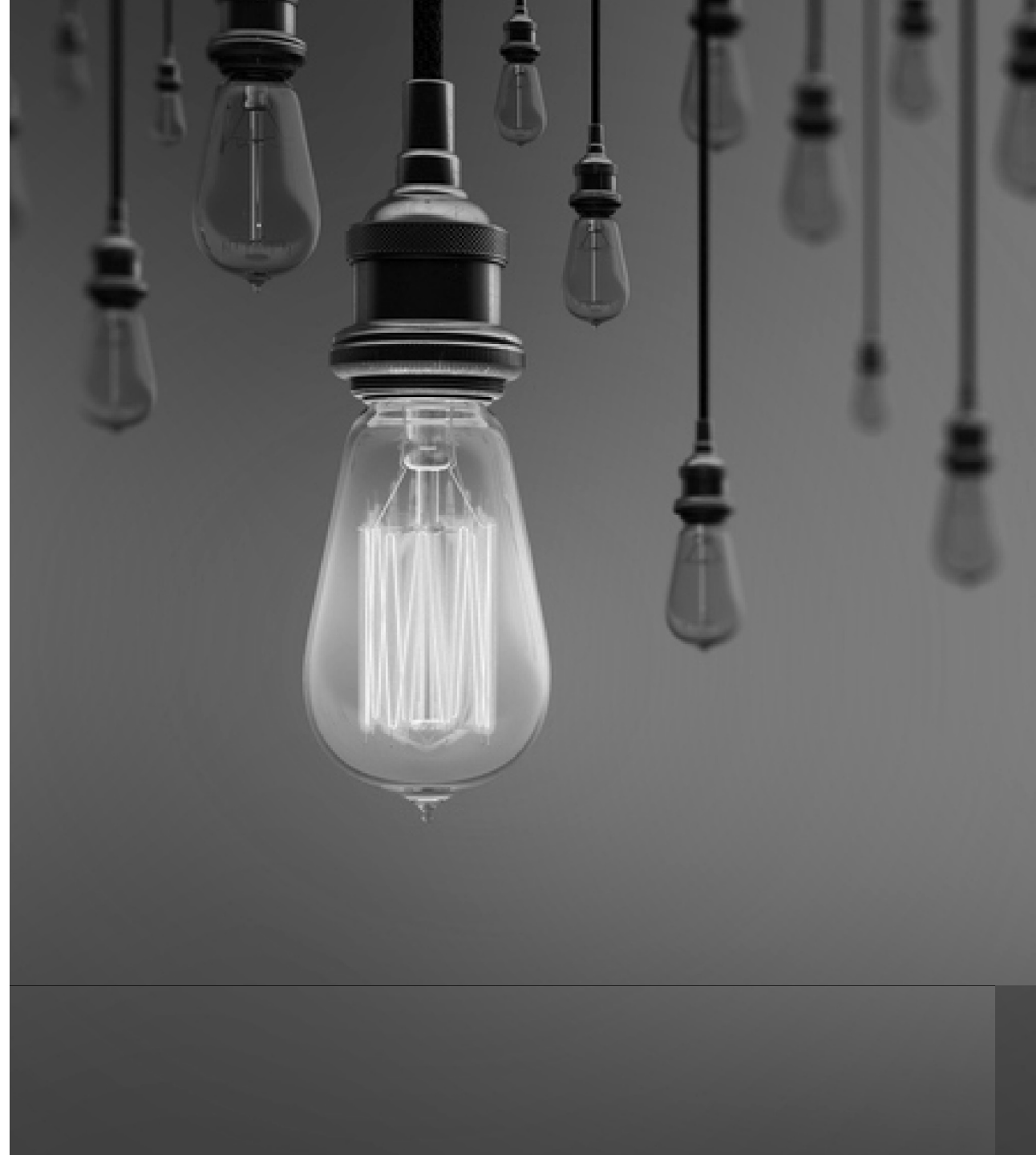
What are some things that you feel that you could do better to prepare yourself for an interview?

Preparing for the Interview

- Know the Job: Review the job description thoroughly to understand the key responsibilities and required skills.
- Research the Company: Understand the company's mission, values, and culture
- Be Prepared to Answer Questions: Use examples of your current and previous employment
- Prepare Your Questions: Think of questions to ask the interviewer about the role, team, or company
- Arrive 15 minutes before scheduled interview
- Be dressed professional during in person & virtual interviews

Ways to Approach Interview Questions

- Be truthful
- Think of your experience to help answer questions
- Do not speak negatively about your previous employers
- Ask questions
- Highlight skill sets and achievements



Common Interview Questions

- **How did you hear about this position?** Mention the source (referral, job board, networking, etc.) and express why you're excited about the role or company
- **What are your strengths?** Choose strengths that are relevant to the position.
- **What are your weaknesses?** Be honest but turn a weakness into a learning opportunity
- **Tell me about yourself?** Focus on your professional background & keep it clear and relevant to the job.
- **Tell me about a time you had a conflict at work?** Demonstrate how you handled the situation constructively, focusing on problem-solving, communication, and maintaining professionalism.
- **Why do you want to work here?** Show that you've researched the company and explain how their values align with yours

10 BEST INTERVIEW TIPS



Handling Nerves & Stress

- **Be Prepared:** The more prepared you are, the less nervous you'll feel
- **Practice:** Do mock interviews with a friend, or in front of a mirror to build confidence
- **Stay Calm During Interview:** If you don't know the answer, take a moment to think about it and it's okay to ask for clarification if you don't understand a question.
- **Mindfulness:** Remember to take deep breaths before and during to stay calm
- **Visualize Success:** Imagine yourself acing the interview and getting the job



WHILE IN THE INTERVIEW



- Be confident
- Walk in with a smile, warm greeting, and provide a firm handshake
- Be poised (relaxed with a firm posture)
- Sincerity (remain engaged and answer questions honestly)
- Politeness and Respect
- Make the employer feel top priority

DISSECTING A GOOD INTERVIEW



AFTER INTERVIEW

**Ask the employer
for a business card.**

**“If I don’t hear
from you by next
Friday is it possible
I can give you call?”**

**Write a thank you
email**

**“Thank you so
much for taking
time to meet with
me and talk about
the position”**

**Notify your
references**

**Prepare a list of
references just in
case the employer
inquires about a
references**

**Follow Up
(optional)**

**It’s perfectly fine to
contact
employers!!!! Do
not call excessively!!**



Questions???
