

# INTERVIEW PREPAREDNESS

**RIVERSIDE COUNTY  
HUMAN RESOURCES**  
Learning & Organizational Development

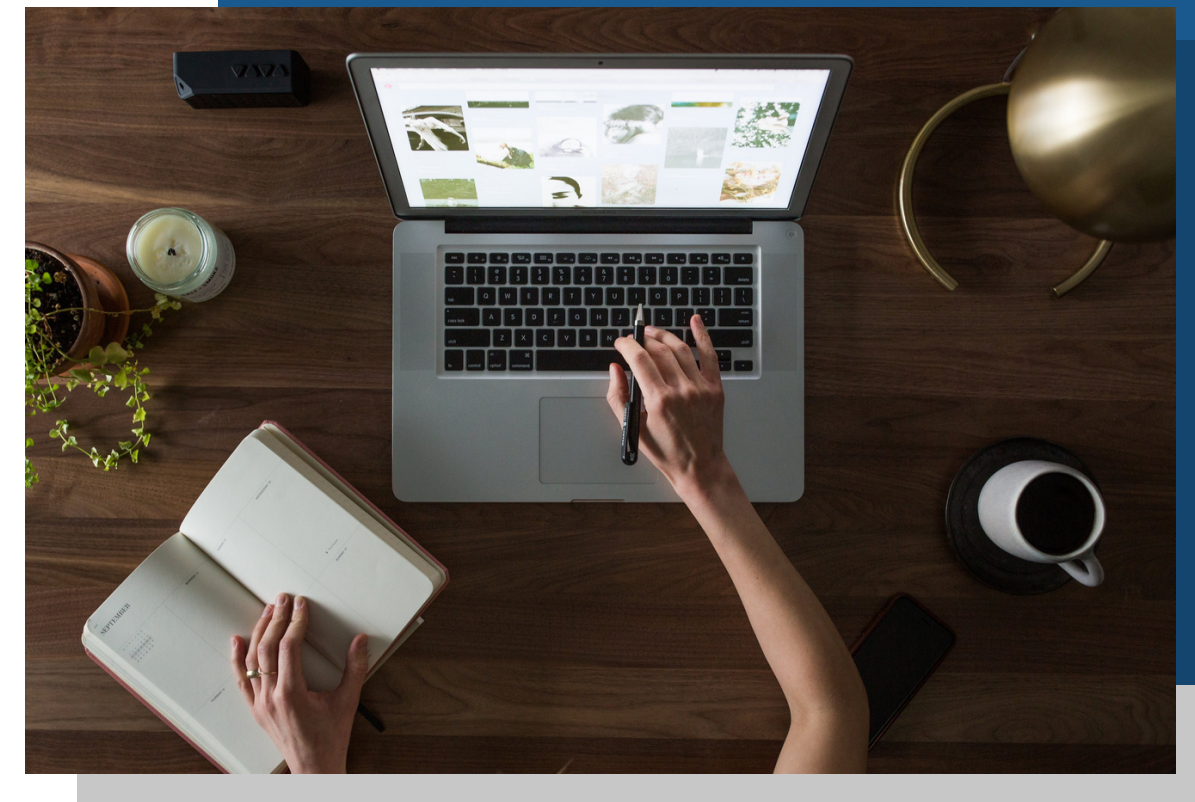




# RESEARCH



- Visit and review the organization's website
- Read the job description carefully and highlight the skills that match your experience
- Speak to individuals who can mentor you and provide additional insight to the job role and the organization



# POSSIBLE QUESTIONS

- Create an elevator pitch that includes:
  - Who you are, your skills and experience, and any development goals
- Prepare for possible questions ahead of time
  - Research common interview questions and think about how you would respond to them incorporating your personal experiences
- Gather your thoughts
- Prepare at least two questions for the interviewer(s)



# Behavioral Interview Questions

- Ask interviewees to explain how they have dealt with actual situations in their past.
- Behavioral questions require candidates to reach into their past and present a real-world example.

# SAMPLE BEHAVIORAL QUESTIONS

- How do you prioritize projects under pressure?
- Tell me about a time when you had to deal with a difficult client or customer. How did you handle the stressful situation?
- Tell me about a time when you made a mistake or overlooked a solution to a problem and learned from it. What have you done as a result of this experience?
- Tell me about a time you had to communicate the same information to different audiences and had to vary your style for each.

# THE STAR METHOD

S



***Situation***

Fill in details of the specific event

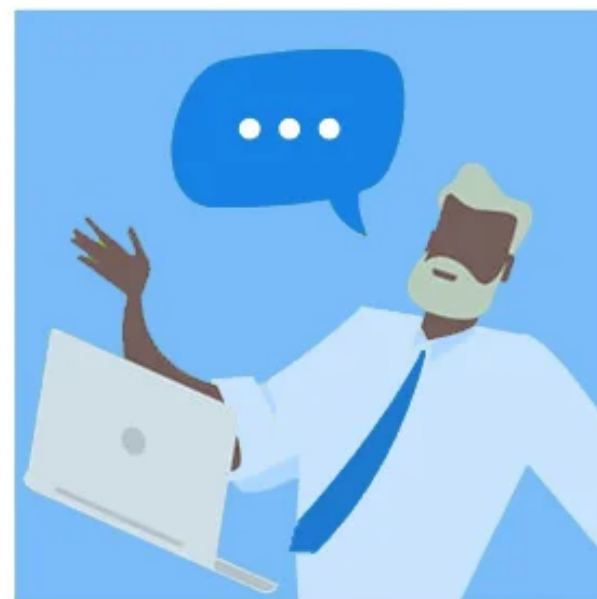
T



***Task***

Explain your responsibility in that situation

A



***Action***

Describe how you accomplished the task

R



***Result***

State the impact of your actions

# INTERVIEW TIPS

- Bring copies of your resume
- Bring a notebook and pen
- Plan to arrive 10-15 minutes early
- Turn off your cell phone
- Make a great first impression
- Pay attention to your body language
  - Maintain eye contact
  - Remember to smile!
- Treat everyone you encounter with respect
- Keep your answers concise and focused
- Avoid speaking negatively about previous employers



# QUESTIONS FOR INTERVIEWERS

## Questions you can ask

- How is success measured for this position?
- What is the most difficult aspect of this position?
- How would you describe your organization's culture?
- What are the current goals that the organization is focused on?
- Is there anything I can clarify for you about my qualifications?

## Questions you should avoid

- What is the starting salary?
- Can you tell me about the organization's benefits?
- What are your paid leave policies?





# MOCK INTERVIEWS

- Seek constructive criticism
- Pay attention to you answers, voice and body language
- Dress in professional attire
- Apply to the Educational Support Program offered by the L&OD team to obtain personalized interview tips and resume writing assistance



# INTERVIEW LOCATION

## IN-PERSON

- Know where to go
- Know who to check-in with
- Checkout the area (parking situation)
- Arrive 10-15 minutes early

## VIRTUAL

- Test out virtual applications, software or equipment day before & one-hour ahead of time
- Select an appropriate background
- Be free of distractions and noise
- Check your internet connection
- Log-in 5 minutes early

# FOLLOW UP

- Send a thank you email 1-2 days after interview
- Thank the interviewers for their time and emphasize your interest
- Personalize your message
- Use this time to mention anything you may have forgotten
- If you are not selected, take this as a learning opportunity and reach out for feedback





Thank  
you!