Experis Academy
ManpowerGroup

Interview Prep

How to Ace a Job Interview

Agenda

Preparing for an Interview

Answering Interview Questions

Closing the Interview

Preparing for the Interview

What employers are looking for:

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Interview Preparation: Stand out from the crowd!

Nail down the details

Research the Opportunity and Organization

Review your resume

Identify your skills and strengths and be able to speak about them

Prepare how you are going to answer standard interview questions

Prepare your questions for the interviewer

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What should I bring to an interview?

- ✓ Copies of your resume!
- ✓ Notepad and Pen
- ✓ Prepared Questions
- ✓ Mints
- ✓ Enthusiasm !!

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Dress for Success

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Interview Tips

- ✓ Firm Handshake
- ✓ Good posture / No fidgeting
- ✓ Smile and maintain eye contact
- ✓ Be careful of filler words
- ✓ Focus on the positive

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Answering Interview Questions

Tell me about yourself

Hi, My name is _____. I have a degree in _____ from _____ university. While there, I honed my programming skills in languages such as _____ and _____. My capstone projects was _____ which was a team project and my role on the team was _____. I have also held an internship at _____. Some of my responsibilities were _____.

And that's a little bit about me.

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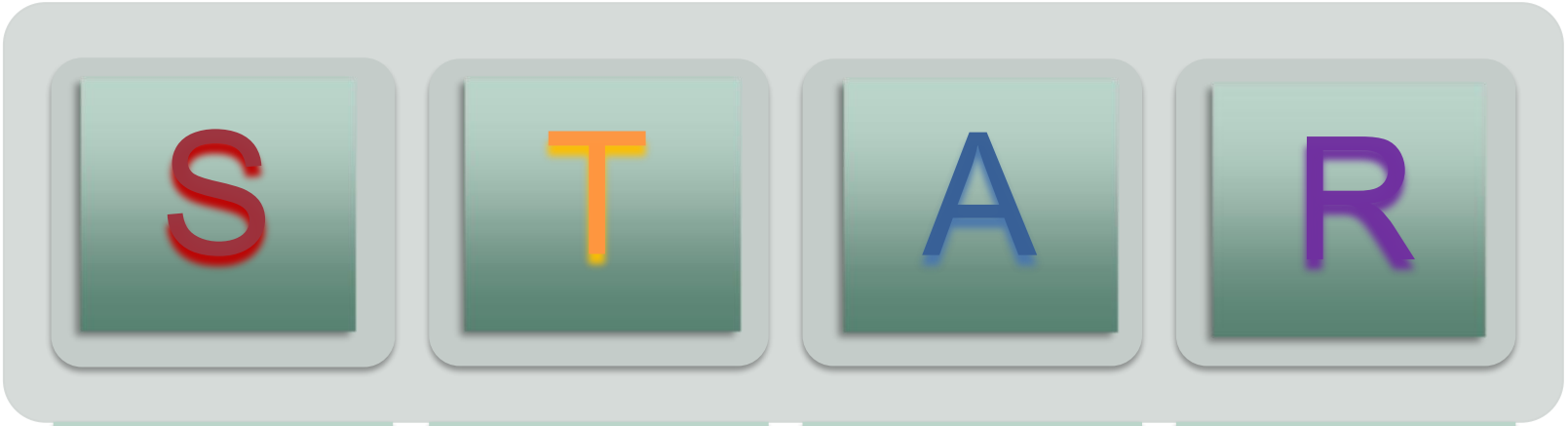
Clear and Concise Answers / STAR Technique



S	T	A	R
Introduce the situation. Set the scene.	Describe the task. What needed to be done and why?	Explain the action you took.	Describe the result/ outcome in terms of benefits realized.

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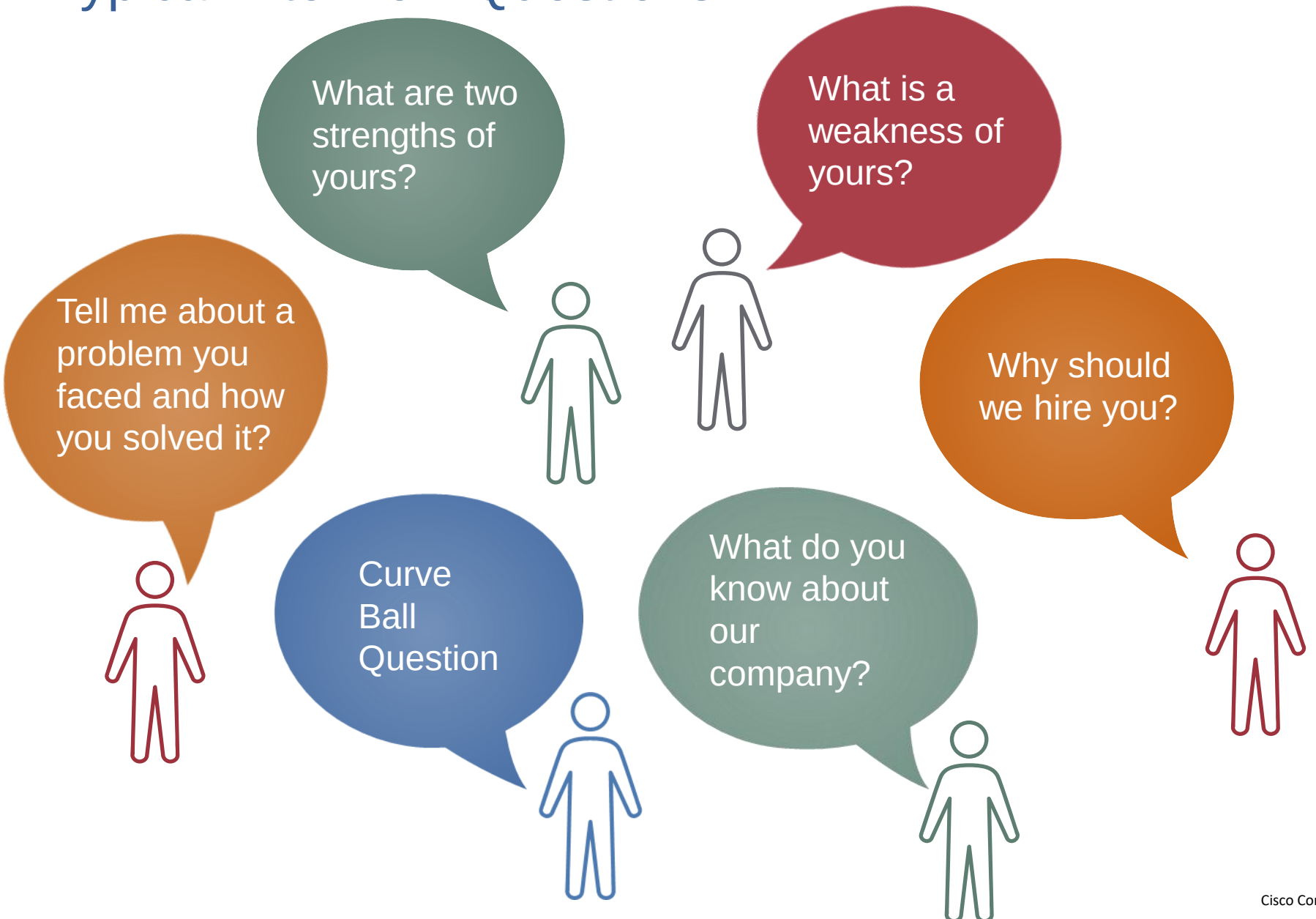
Typical Interview Questions



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Closing the Interview

Closing the interview

Your Turn

- What would a typical day be like?
- What type of training is offered/required?
- How will I know I am successful or what defines success for someone in this job?
- Can you tell me a bit about the team I will work with?
- What are the major challenges in this position?
- What would be the expectations for the first 30 days?

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