



# PREPARING FOR INTERVIEWS



## PRACTICE PROFESSIONALISM:

- Practice introducing yourself, handshakes, and work on hard and soft skills

## RESEARCH EACH COMPANY:

- Research the work environment, company values, salary, and growth opportunities

## PREPARE FOR EACH INTERVIEW:

- Create a outline of information you need to do well in your interview (relevant details about the company and job position)



FIGURE OUT WHAT TO WEAR (PROFESSIONAL ATTIRE)



## QUESTIONS TO ASK EACH EMPLOYER:



## RESOURCES:

- TCC Career Services (Resume/Cover Letter/ Appointments/ Mock Interviews)
- Professors, Professionals, and Mentors
- Online tools (Company Websites, ONET, Occupational Outlook Handbook)



## WHAT YOU LIKE MOST ABOUT THE JOB

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## SEND A THANK YOU TO THE EMPLOYER

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## NOTES

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Questions to anticipate

1. Tell me about yourself.
2. Why are you interested in working for this organization?
3. What type of work environment do you prefer?
4. What are your strengths and weaknesses?
5. Tell us about a time you worked on a team.
6. Tell us about a time when you had to resolve a conflict.
7. How would a previous supervisor describe you?
8. Do you have any questions for us?

## STAR METHOD:

**Situation:** Set the scene and give relevant details

**Task:** Describe your responsibility in the situation

**Action:** Explain the steps you took to address it

**Results:** Share the outcomes as a result of your actions

Great for behavior based questions

Ways to describe yourself

- Organized
- Team-Oriented
- Driven
- Motivated
- Independent
- Curious
- Detail-Oriented
- Flexible
- Creative

## ROLES AND DESCRIPTIONS OF THE JOB

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Practice relating your experiences to the job description listed for the position you are applying to

## YOUR EXPERIENCES

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