

# Interview Resource Guide

Interviews are crucial steps in the hiring process, providing an opportunity for employers to assess your qualifications and for you to showcase your skills and personality. This resource guide aims to equip you with essential information and tips to navigate interviews successfully.



## Opening Questions

Tell me about yourself Craft a concise yet impactful response that highlights your professional journey and relevant skills.  
- \*Why are you interested in this position?.\*  
Connect your skills and aspirations with the job requirements and company culture.



## Familiar Terms in Interviews

- Behavioral Interviewing: Focuses on past experiences and actions to predict future behavior.  
- SWOT Analysis: Strengths, Weaknesses, Opportunities, Threats - a self-assessment tool often discussed in interviews.  
- STAR Method: Situation, Task, Action, Result - a structured approach to answering behavioral questions.



## Elevator Pitch:

An elevator pitch is a concise, compelling introduction of yourself that can be delivered in the time it takes to ride an elevator. It should include:

- Who you are: Briefly introduce yourself.
- What you do: Highlight your current role or area of expertise.
- Why you're unique: Mention a standout accomplishment or skill.
- Your goal: Conclude with your career objective or what you're seeking.



## Closing Questions:

Don't Ask:

- What is your salary?
- What are the vacation days?
- How much money will I have for professional development of sick days?

Do Ask Insightful Questions:

- Can you share more about the team dynamics?
- What qualities are you looking for in the ideal candidate?
- What is the next step in the hiring process?



## Importance of Follow-Up:

After the interview, promptly send a personalized thank-you email expressing gratitude for the opportunity. Reiterate your interest in the position, and briefly mention a key point from the interview. This reinforces your enthusiasm and professionalism.



Feel free to reach out to us!

Templeton Sawyer: [templeton.connect@outlook.com](mailto:templeton.connect@outlook.com)

Lynne Morrison: [lynnemorrison@hotmail.com](mailto:lynnemorrison@hotmail.com)