Preparing for a Job Interview

Scenario: You get an email saying something like:

"We've received your resume, and we would like to interview you for the _____
position. This will be a panel interview. Please let us know if any of the following dates
will work for you, and we look forward to discussing this role with you."

- **What role are you interviewing for?**
  - You might have applied for literally dozens of jobs prior to getting this interview request, so you might not remember which one this is. Take a few minutes to look at the title and find the link to the job. See if it is a good fit for you, check the pay range, and carefully read through the job requirements. If it isn't a fit after all, let the company know- no use wasting your or the company's time.
- **What do you know about the company?**
  - Go to the company web page, and read the About page. How long have they been in business? How many locations? Anything in the news? Do your homework, and come up with a few questions to ask.
- **What is the pay for this role?**
  - If it doesn't show in the posting, ask the person who is trying to set up an interview to provide a pay range for the role. NOTE: Sometimes people feel uncomfortable asking about this, and some recruiters say things like "We can discuss it after the interview." To put it simply, there is no reason to proceed with ANY interview if they can't tell you up front what the pay range is for the role.
- **How well do your skills match?**
  - Does it appear that this job is a good fit for your experience and skills? If they asked to interview you, the employer thinks so, but ask yourself if what is described as the role sounds like something you'd be good at and enjoy.

Answering Questions

- Listen to the questions, and answer the questions asked. Write them down if you have to
  - We all have all of these thoughts in our head and things we want to make sure an employer knows about us when going to an interview, but it is important to carefully listen to the questions asked and answer them as specifically as you can.
  - Think a minute before answering- Don't just blurt something out. Think about what you really want to say
- Look people in the eye, or at the camera.
- Be prepared to talk about why you applied for this role
  - Why you are a good fit
  - Why it's the direction you want to go
  - What you could bring if you were hired

If you get a "Describe a time" question, use the STAR method.

- Situation- Describe the situation
- Task- My role was to…
- Action- What steps you took to resolve the issue
- Result- What was the outcome?

Never heard of the STAR method? Lots of major companies, including Amazon and others, look for this type of response. Here's a page describing it in greater detail.
https://www.themuse.com/advice/star-interview-method

Have questions: Some good ones are:

- Why is this role open?
    - Is it a new role? If so, why was it created? (Company growth, other reasons?)
    - If not, what happened to the last person? How long were they in the role before they left?
- How many people are on the team I would be working on?
- Let's say it is a year from now, and you hired me, and you are THRILLED with my work. What have I done to make you happy in this role?
- Ask the Interviewer: How long have you been with_____? Why do you like it here at _____?
- What is the career path for this role? Have you promoted from this role to higher positions?