

# Interview Tips and Tricks



# Hello!

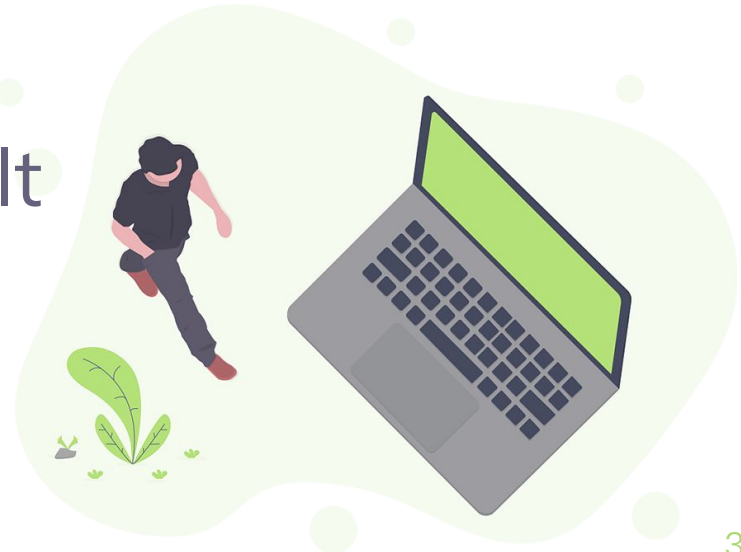
## I am Rebekah Williamson

I am an English Language Fellow from the U.S. Embassy and an instructor at the University of Indonesia.



# Overview

1. Before the interview
2. During the interview
3. After the interview
4. How to answer the difficult questions



Research

Enthusiasm

Ask Questions

Follow Up



# 1. Before the Interview

The work begins before you walk through the door



# The Time to Prepare

## Research

-Get to know the company, the position, and the project.

## Plan

- Answers to common questions
- How to keep yourself calm and focused

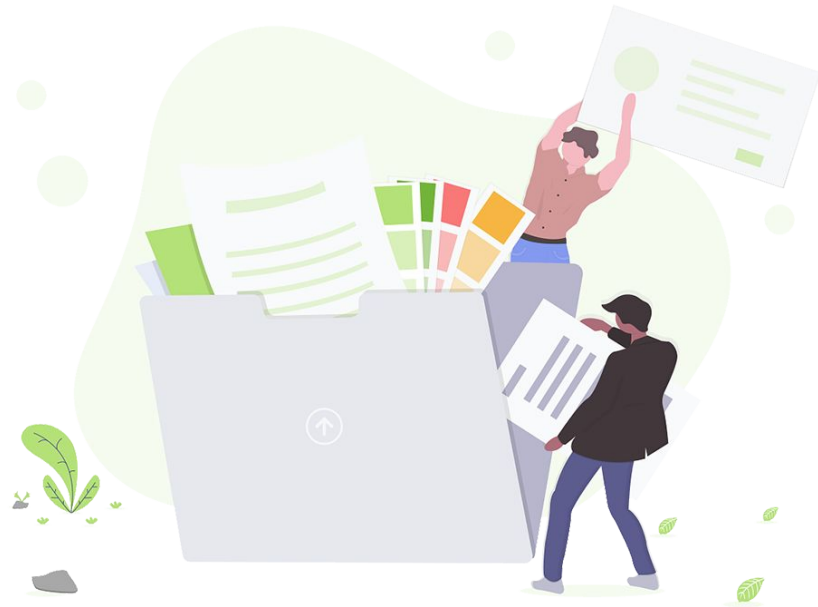
## Practice

- With a friend or family member
- Time yourself



# 2. During the Interview

How to walk, talk, and listen



# Stay Focused and Calm

## Confidence

- Eye contact
- Steady voice
- Smile
- Firm handshake
- Professional posture
- Avoid 'filler' sounds like umm and uhh





# You are hireable

## Highlight your relevant, transferable skills

- Show off that you know the project and how you will add value
- Make sure your answers highlight the skills mentioned in the job description
- Keep answers focused to the question



# Ask Questions

You are interviewing the company

- Be curious about the projects/schedule
- Show that you have done your research
- Take initiative
- Some companies will not hire you if you don't ask questions



# Example Questions

## Don't ask basic, or yes/no questions

- “What will the perfect employee for this position look like?”
- “What would a normal day of work be like?”
- “What is the management style?”
- “What are the company’s goals for the upcoming year?”



# 3. After the Interview

Be quick to communicate



# Follow Up

The sooner, the better

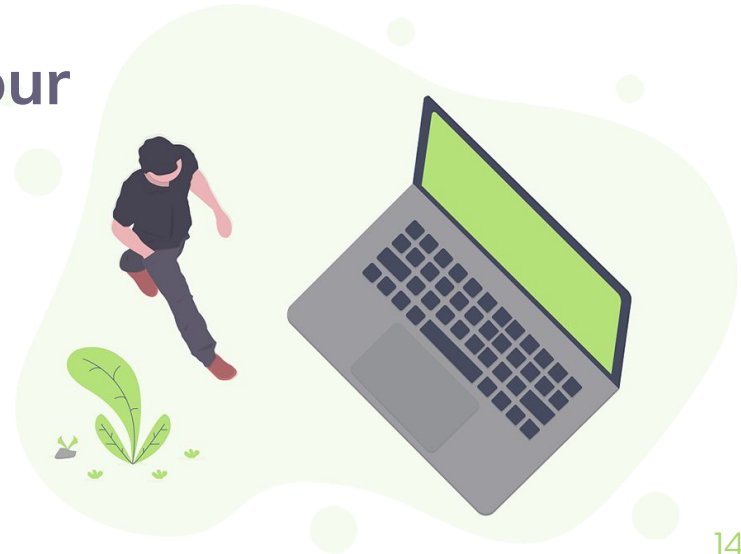
- Check in with the hiring manager while you are still fresh in her mind.
- It isn't desperate, it shows initiative and zeal.



# Follow Up

An example:

“Dear Mrs. Smith, thank you for taking the time to talk to me. I enjoyed learning more about your company and I was really interested in the collaboration project you mentioned. I look forward to hearing from you.”



# 4. The Big Questions

- What they are
- How to answer
- Examples



# Common Behavioural Questions

“Tell me about a difficult situation you experienced and how you overcame it.”

“What would your coworkers/teachers say about you if we asked them?”

“Where do you see yourself in 5 years?”

“What are your professional strengths/weaknesses?”





# 99% of all interviews

Ask for an answer to,  
“Tell me about yourself.”



# Our process is easy

1

Who you are

2

Why you are qualified

3

Why you are here



# You shape the dialogue

#1

I am a recent UI graduate with a strong background in English and Communications.

#2

I worked for the University's literary magazine for two years managing the content and art design.

#3

I am ready to use my knowledge of art and content design to market new products.



# The Formula

Experience



Learn



Grow

Succinct, logical story that emphasizes your skills.

How the experience made you better.

How what you learned can be applied in new, professional situations.

# Thanks!


## Any questions?

You can find me at:

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# Resources



<http://www.optimizeguide.com/7-tips-for-a-successful-interview/>  
<https://www.youtube.com/watch?v=MmFuWmzeiDs>