



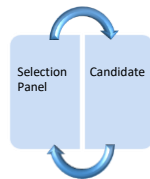
## Purpose of the Interview/ Quick Review and Preparation

Print this and fill it out for every interview that you have. Write the answers on it to ensure that you exhaust your research and prepare fully. For every interview, print a copy and fill it out.

### Session Objectives

- Purpose of the Interview:
- What to Expect during the Interview?
- How to put your best foot forward

### Purpose of the Interview



- For the Selection Committee to evaluate the candidate's fit for the position.
- For the candidate to evaluate the position fit with their personality and career goals

### What to Expect During the Interview?

- To be questions about your work experience and education as it relates to the position;  
(Remember SEES as trained on the phone. Please know the specific dates for school and work)
- To be evaluated in respect to personality for the position;  
(Look at job description and assess how your personality aligns with what they are looking for)
- To be tested to see if you have the core competencies to be successful in the position;  
(What are they looking for? This can be found on the job description. Prepare answers and examples that show your competence in what they are looking for)
- To be given a chance to ask questions of the selection panel;  
(We sent you a couple of questions to ask. Choose 3 that best fit and resonate with you and that role the most. Write them down here)

## How to Put Your Best Foot Forward

- Too many of us miss out on the job we have wanted for so long because we did not represent our skills and experience to the best of abilities.
- These days you can't just show up at an interview without doing your homework first.
- To make sure you are as prepared as possible...



### Research

- Research the job; Have the copy of the job description  
*You will want to be able to answer the following: how the department fits into the plan and how does the position help the department reach the goals set out in the plan.*  
*Answer the following questions in brief. This will help you learn about the organization. They want to hire someone who understands who they are and can contribute to what their mission is. By know this, you will be in a great position.*  
What does the organization do?  
When was it founded and by who?  
What was their mission of starting the company?  
What are their products?  
What 2 unique things have you learnt about the organization?  
Who is their main competitor?  
What is their competitive advantage/what makes them be different from the competition?  
What drew you to apply for a job with the company? (*Don't focus on money or status, tie your answer to their mission and products*)

### Review

1. Review the job description and job posting and write down the skills, education, competencies and experience that are required for the job.
2. Review your skills, experience and accomplishments that are applicable to the job you are applying for.
3. Write out a graph and on one side list the jobs requirements and on the other map your skills, experience and accomplishments to them.

| They Need | I've Got/Done |
|-----------|---------------|
|           |               |

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Develop an example of past situations where you have shown those skills, behaviors or competencies. ( [Note them down here](#))

## BE SPECIFIC!!

Give facts, figures, dates, where, when and how in a memorable way, story-like. *E.g. As I was working as an accountant in XYZ, I helped the organization save \$200,000 in the first quarter of 2016 by training AP and AR on using accounting software that reduced error rates, cut down 16 hours a week, and reduced the number of staff.*

Write out the examples. This not only crystallizes and organizes your thoughts, but logs the details in your mind.

## Behavioral Interview

Behavioral interview is used to predict future behavior through past behavior. In all situations you need to present yourself like an independent thinker, an achiever and a reliable decision maker who at any given situation puts the customer's/ clients' needs first. Also express your commitment to the organization and adaptability to follow company/industry/government policies and rules.

## Question You Have No Answer To

If they ask you any question that you do not know the answer, do not answer with a blunt out "no" unless it's a Yes/No situation. But engage them so that you don't seem like the type who is comfortable in their failure. Eg.

Have you ever used EPIC?

**Bad answer:** No

**Good answer:** I have not had a chance to use it but I have used other MRI.

**Perfect answer:** In my previous roles I have used various MRIs including ERI. I have not had a chance to use EPIC even though in my quest to learning new technology in medical field, I realized it is very user friendly and as a quick learner, I will be able to get it very fast and use it comfortably as I have done in the past.

Or

I have not had a chance to use EPIC, however, as a quick learner and tech enthusiast, I have no doubt that I will get it quick and make the best of it.