

# JOB INTERVIEW guide

*Most of what the employer wants from a candidate is all in the **job description**; use this information to your advantage! Have the job description in front of you as a road-map to prepare for your interview.*

## PAR Examples

A key strategy for the job interview is to share short, true stories from your professional experience that are directly related to the role. These stories, also called **PAR Examples**, will help you build credibility as a top candidate for the job. The PAR examples you choose will depend on **your** background and experience, plus the requirements of the relevant job description. Take your time crafting your PAR Examples. This is your evidence of why the company should hire you!



### *P = Problem or Project*

State a problem or challenge you faced on the job - a crisis, a project, an innovation you spearheaded, a major responsibility, or even an everyday responsibility you held at work

### *A = Action*

Clearly describe the action **you** took to solve the problem. Share your individual contributions beyond those of the team

### *R = Result*

Using numbers whenever possible, share positive short-term & long-term results achieved

## Technical Questions

Anticipate technical questions by turning each of the main functions or responsibilities from the job description into “Tell me about your experience in...” Answer with a PAR example.

## Behavioral Questions

Anticipate behavioral questions by identifying, from the job description, people you would interact with (*clients, colleagues, contractors, managers*) and imagine possible scenarios. Common behavioral questions are: “Tell me about a time when you dealt with a difficult client” or “...when you faced a tight deadline”. Stay positive and answer with a PAR example.

# JOB INTERVIEW questions

*Read the tips for answering common interview questions, then practice crafting your response:*

## Tell me about yourself / Walk me through your resume

- Have a short, 2-minute answer ready that is limited to work-related items only
- Talk about jobs you have held and emphasize your relevant experience and achievements
- Start with the item farthest back and work up to the present
- Mention any current professional development, internship, or volunteer work in your field

## What are your strengths? / Why did you apply? / Why should we hire you?

- Choose 3 to 5 strengths (experience or skills) directly related to the job description
- Prepare a PAR example to demonstrate each strength in case they ask you to elaborate
- Mention your fit with the company or passion for the field; show enthusiasm for the role
- Reference your language skills and international experience

## What are your weaknesses?

- Pick a real weakness that you have identified and are working on improving
- Do NOT describe a weakness that is central to the job description
- Do NOT mention your English skills or say that you have no weaknesses
- End your statement with an explanation of how you are overcoming the weakness

## Why do you want to work here?

- Show that you have done extensive research about the employer before the interview; be aware of their history, goals, current position, and major players in the field
- Describe the impact you wish to have on their outcomes and why it matters to you
- Talk about your passion for the role, field, company, products/services, or type of clients

# JOB INTERVIEW questions

## Where do you see yourself in 5 years?

- Research common career paths from this position
- Show enthusiasm for the role and that you are looking for a company you can grow with
- Express a desire to take on more responsibilities down the road
- Do NOT say that you want to go back to school or move somewhere else.

## What are your salary expectations?

- Research the city-specific salary for this type of position and employer
- Emphasize that your priority is to be back in your field
- State your willingness to negotiate and provide a 10-thousand-dollar range
- Be prepared to answer this question but do NOT bring it up first

## Do you have any questions for me?

- Have at least 3 questions ready for your interviewer(s)
- Show your curiosity, eagerness to excel, and that you have done your research
- Do NOT ask for information you could have easily found with a quick internet search

### DO ASK

*Can you describe a typical day for this position?*

*What's your favorite part about working here?*

*What's the team like to work with?*

*How would my performance be evaluated?*

*What are the biggest challenges for this position?*

*Who are the most successful people here and why?*

### DO NOT ASK

*What does your company do?*

*Can I adjust the job details, schedule, or salary?*

*What are the benefits, pay, and time off policy?*

*Do you monitor email and internet usage?*

*Do you do background checks?*

*When can I start applying for other jobs here?*

# JOB INTERVIEW checklist

Before a job interview, check for the following:

**Researched** employer

Reviewed **job description**

**Practiced** answering and asking questions

Slept well and **ate** breakfast

**Dressed professionally**; avoided cologne, perfume, and smoking

Arrived at least 15 minutes **early**

During a job interview, check for the following:

Showed politeness and **enthusiasm**

Shook hands and made **eye contact**

Spoke calmly, clearly, and **confidently**

Responded with specific **PAR examples**

Asked at least **3 questions**

After a job interview, check for the following:

Requested interviewer's **contact information**

Sent a **thank you note** within 24 hours

