



introduction to...

ACING THE INTERVIEW

An interview is a structured conversation between you and an employer where you ask each other questions to determine if you would be a good fit for the job. There are two main pieces of information an employer wants to get during an interview: **1. Why you want the job** and **2. Why they should hire you**. All the questions the employer asks during the interview are designed to get more detailed information about these two things. So, to have a successful interview, you must convince the employer of these two things. In addition to your qualifications, the interview is about determining if you will "fit" into the organization.

YOU AND YOUR QUALIFICATIONS



- "Tell me about yourself."
- "What interests you about this position?"
- "What is your greatest strength and greatest weakness?"
- "What makes you a great candidate for this role?"
- "What do you think your biggest challenge might be in this role?"
- "We need someone with skills in _____, what kind of experience do you have in this area?"

The basic formula for answering these questions is this:

- *Present your main idea first.*
- *Elaborate on your main idea.*
- *Support your main idea with an example .*

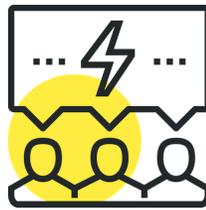
BEHAVIORAL QUESTIONS



- "Can you give an example of a time you **led a project** and describe your approach to working with a team?"
- "Tell us about a time you had to **change your approach** to a project - or how you dealt with an obstacle or failure."
- "Can you describe a situation when you have experienced **conflict** in the workplace and describe you you handled it?"
- "Tell us about a time you **designed** something or created something that didn't exist before."

A behavioral question is a question that asks you to tell a story or give a specific example of something. The part of the story they really want the most details about is what you did- the action you took. Keep it specific, brief, positive, and authentic.

SCENARIO QUESTIONS



- "What would you do if the work of a subordinate or team member was not up to expectations?"
- "How would you deal with a colleague at work with whom you seem to be unable to build a successful working relationship?"
- "You don't have the information you need to prioritize your projects. Your co-workers and supervisor are unavailable for you to ask for assistance. How do you handle the situation?"

A scenario question is when you are given a hypothetical situation and asked what you would do in that situation. Answer these questions thoughtfully, demonstrating your approach to various professional challenges.

GOTCHA QUESTIONS



- "Describe yourself in one word."
- "Sell me this pen."
- "What would you change about the design of a baseball hat?"
- "What are the last 3 books you read?"

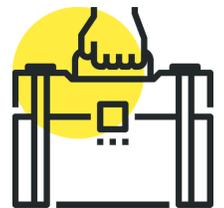
These questions are designed to see how you think quickly, handle pressure, or perform under pressure.

TECHNICAL INTERVIEW



Technical interviews are common amongst employers recruiting for engineering, science or I.T. roles. Essentially, it's an interview to assess your technical knowledge - as well as your analytical thinking skills. Talk out your reasoning and problem solving process.

CASE STUDY INTERVIEW



Specific to consulting, a case interview is a job interview in which the applicant is presented with a challenging business scenario that he/she must investigate and propose a solution to. Case interviews are designed to test the candidate's analytical skills and "soft" skills within a realistic business context.