



LITTLE GIANTS.

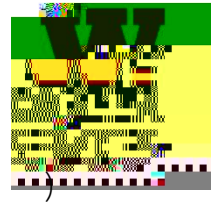


# Be Prepared!

## First things first—do your homework on:

- The organization you are applying to
- The position you are applying for
- x The interviewer(s), if possible
- The interviewee – yes, you! Google yourself. Do a quick social media check and make sure nothing pops up that you do not want the interviewer seeing. THEY WILL CHECK!





7. Describe a situation where you assumed responsibility for getting something complicated or important done and how you went about it. ( )
8. Describe a time when you encountered an obstacle you could not overcome and how you dealt with that situation. ( )

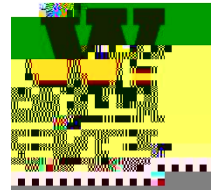
### Negative Experiences – How to Explain:

Although an experience can be negative, it is imperative to showcase the lessons learned and skills developed from it. Try to identify one example where you can talk about:

1. How you were able to pull something positive out of the negative experience ( )
2. How you have identified how to handle a similar situation differently in the future ( )

### STAR TECHNIQUE

The STAR technique provides a concise and thorough framework for organizing responses to behavioral interview questions. Describing specific experiences adds credibility to your



# Questions for the Interviewer:

At the end of the interview, you will be asked if you have questions. If you have done your research on the position and organization, this should come naturally. It is criminal to say, "No." Here are a few sample questions to get you started (select 1-3):

## Sample Questions for interviewer:

1. What does it take to be successful here?
2. What do you see as the biggest challenges of this position or program?
3. Why was this position made available (or created)?
4. What types of tasks should I expect to be prepared to face on a day-to-day basis?
5. What are the most rewarding components of this job or program?
6. What kind of training opportunities can I expect as a new employee?
7. How easily do people advance from this position? What is a typical career path?
8. How will I be evaluated?
9. What do you see as the future of this organization or program?
10. What are the immediate goals of this organization or program?
11. What are the challenges facing this organization or career field in the near future?
12. How would you recommend that a new employee builds relationship in this position?
13. How can the person you hire be of most value to the team or organization in light of the project goals you mentioned?
14. What type of team member have you hired in the past that worked out well? What about new hires that didn't fit in?