



Interview Skills

Building Interview Skills

- ✓ Utilize the job description to ensure your resume shows the required (and desired) skills for that specific position
- ✓ Prepare for possible questions so you can respond with valuable answers
- ✓ Practice, practice, practice
 - Career & Employment Services offers Mock Interviews
 - Call us at 406-657-2168 or email at careers@msubillings.edu to schedule a mock interview

Prepare For Possible Questions

- ✓ Think back on previous jobs, experiences, practicums, and/or internships for scenario examples
- ✓ Jot down accomplishments you are proud of and obstacles you overcame
- ✓ Develop a 'database' of information that will be useful during interview scenarios in the future
 - Examples of successes
 - Examples of times you experienced conflict
 - Strengths and weaknesses

Be Prepared Interview Skills

- ✓ Regardless if the interview is over the phone, virtually, or in person be sure to **dress appropriately for the profession**
 - It's important to dress appropriately even for a phone interview because it helps to set the tone
- ✓ If it is a virtual or phone interview, make sure technology works ahead of time
- ✓ Make sure you are in an area that does not have a lot of background noise
 - Career & Employment Services has interview space available if you need a quiet location for a phone or virtual interview
- ✓ If it is in person, make sure you know how to get there ahead of time, know the parking situation, etc.
- ✓ **Arrive on time**
- ✓ No chewing gum
- ✓ If possible have a bottle of water with you, especially if you develop dry mouth pretty easily
- ✓ Be professional
- ✓ Have a padfolio so you can readily reference a copy of the job description and have your resume available
 - Ahead of time, write out answers to possible questions and have scenario examples ready
 - Prior to interview write down a couple questions prepared to ask the interviewer(s)
 - ALWAYS ask at least 2 questions so the employer knows you are interested in the job!
 - Also a great place to write down tidbits you learned about the organization while researching them (it shows the employer you are interested and invested!)
 - Use these notes as reminders but do not read directly from them, maintain eye contact with the interviewers and be mindfully present during the interview
 - Career & Employment Services has padfolios available to students!

Interview Skills: Reflection Questions

Accomplishments and Obstacles	Skills Used/Lessons Learned
1. What one thing are you proudest about from your previous work experience (job, internship, etc.)?	
2. In your previous role(s), what has been a noteworthy experience?	
3. Describe a difficult situation you encountered in a previous job or internship. What issues were involved? How did you address it? What was the outcome?	
4. What programs/events/processes/services have you planned/managed/coordinated/implemented in a previous position? Describe the details.	
5. How would you describe your ideal work environment?	
6. How would coworkers describe you?	
7. What can your supervisor expect from you?	

