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

<table>
<thead>
<tr>
<th>Accomplishments and Obstacles</th>
<th>Skills Used/Lessons Learned</th>
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<tbody>
<tr>
<td>1. What one thing are you proudest about from your previous work experience (job, internship, etc.)?</td>
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<td>2. In your previous role(s), what has been a noteworthy experience?</td>
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<td>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?</td>
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<td>4. What programs/events/processes/services have you planned/managed/coordinated/implemented in a previous position? Describe the details.</td>
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<td>5. How would you describe your ideal work environment?</td>
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<td>6. How would coworkers describe you?</td>
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<td>7. What can your supervisor expect from you?</td>
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