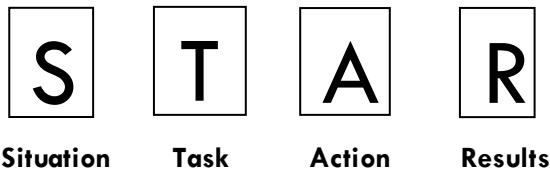


INTERVIEWING TIPS INFORMATION SHEET

HOW TO PREPARE FOR AN INTERVIEW

Your past performance is the best indicator of how likely you are to perform in the future. The best way to show an interviewer that you are capable of performing the job well is to give specific examples of when you've done something similar in the past. When you demonstrate to the interviewer that you have used your knowledge or skills well, you demonstrate that you are able to use that knowledge or skill again. Use the following steps to prepare for a structured interview.

1. Review the job description to find out the knowledge and skills needed for the job.
 - Review the day-to-day tasks associated with the position
 - Review the experience requirements
2. Review your resume for experiences that illustrate the knowledge or skills (work, academics, and/or extracurricular activities) required for the job as well as the results produced.
3. Practice interviewing with a friend or co-worker.
 - Anticipate what types of questions might be asked based on the job description and the knowledge and skills required (Reference the sample questions below.)
 - Identify possible questions and practice your responses to feel more prepared and comfortable with the structured interview process.
4. Prepare specific examples of your past behaviors and accomplishments that will show you meet the requirements of the job.
 - Structure your answers using the STAR approach



HOW TO PRACTICE FOR YOUR INTERVIEW

1. First, you should always research the job you're interested in
2. Look at the tasks listed in the job description or job posting, as well as the working environment

TYPES OF QUESTIONS ASKED

- Behavioral questions are focused on learning about the candidate's past work experiences and what has been gained from these experiences
- Situational questions ask the candidate to describe how he or she would approach various work-related situations. The individual is often asked to specify the Situation, the Actions taken, and the Result or outcomes

Here are some sample questions that can help you prepare your specific examples of your past behaviors and accomplishments.

1. Describe a time when you successfully handled conflict at work. What did you do?
2. How do you ensure that you consistently produce results at work? How do you stay motivated and committed to driving results?
3. Tell me about your approach for building positive relationships with others at work.
4. Tell me about a time when you had to overcome challenges or barriers in order to deliver excellent service to a customer.
5. How does your previous experience (work and/or academic) relate to the job you are applying for?

COMPONENTS YOUR INTERVIEW MAY INCLUDE

• Case study / Critical Thinking Assessment	A case study consists of a realistic scenario that you may encounter on the job and a set of questions that assess whether you have the required skills for the role.
• Structured Interview Guide	A structured interview consists of pre-defined questions that ask about your past experiences to see if you are a fit for the job.
• Role plays	A role play is an exercise where candidates act out a scenario with an interviewer, to determine how suitable the candidate is for a particular role.
• Unstructured Interview	A unstructured interview is more of a conversational based interview. Examples include: • Preparing presentations • Technical screens

QUICK TIPS

1. Arrive 15 minutes early and place your phone on do not disturb during the interview.
2. Dress professionally and create a strong first impression.
3. Answer question using the S.T.A.R. Method.
4. Be prepared to take notes and ask questions during the interview.
5. Do not assume the interviewer is familiar with all Field acronyms. Remember to explain those terms as it relates to the business.
6. Ask for the interviewer's contact information so you can send a thank you note. The thank you note can be hand written or via email.

🔊 For additional tips and tricks please watch the video link that came along with this Information sheet.
 Video: [Interview Tips at The Home Depot](#)

