

Before the Interview

1. Research the Job and Company

Think about how you meet the minimum qualifications for the job as well as how your current skills and experiences can be used to show you bring more to the table than they are requesting. Learn about the company's mission, projects, values, trends, and culture.

Resources:

The employer's website

- Learn more about a company's mission and vision, policies, and programs.

Glassdoor

- Research salaries, company reviews, and information about interviews.

LinkedIn

- Connect with professionals, follow companies, and join groups related to your career field.

Career Coach

- Research careers and learn more about local employers in your career field.

2. Practice!

- [Ohio Means Jobs Interview Practice Center](#) is a resource that connects you to different interview questions you might see and allows you to record your answers and self-evaluate.
- [Schedule](#) an appointment with your Career Counselor to practice interview questions in person.

3. Have Questions Prepared to Ask the Interviewer

Asking questions at the end of an interview helps you to evaluate whether the job is a good fit, shows that you are engaged and interested in the job, and can help you stand out among other applicants.

Sample Questions:

- What does a typical day/week look like in this role?
- What kind of training do you provide?
- What are the next steps in the hiring process?
- What are some of the challenges involved in this position?
- How can I be successful in this role?

4. Plan What to Bring to the Interview

- Extra copies of your resume
- A notepad or portfolio and a pen
- A list of references
- Information or documents you may need to complete an application
- Your list of questions to ask the employer

During the Interview

1. Be professional and concise with your answers.

Stick to answers related to work and school experiences. Avoid giving too much personal information.

2. Ask for clarification about a question if you need to.

It's okay to check in with the interviewer if you didn't understand a question or need more information.

3. Use the **STAR Method** to build your response to interview questions:

Example: The interviewer says: "Tell me about a challenge you faced in a previous position and how you responded."

Situation

What happened?

- "Early in my clinicals as a nursing student, I had my first patient that needed an IV."

Task

What needed to be done?

- "I was past the observing phase of my rotation, so I was expected to use my knowledge and skillset to stick the patient and hook them up to the IV drip on my own with supervision from a nurse."

Action

How did you respond?

- "I was nervous and wanted to make sure the patient had a smooth experience, so I asked the nurse supervising me to confirm each step of what I was doing was correct. With the guidance of my supervisor, I was able to complete the task at hand comfortably for the patient."

Result

Describe positive outcomes.

- "The biggest takeaway from this situation for me was that even though a first experience may be intimidating, I know I have the skills, drive, and resources to accomplish it."

After the Interview

1. Follow up with a thank you note to everyone who interviewed you.

- Consider sending a thank you note to the office associate as well.
- In the thank you note, mention something that impressed you about the interview experience or the employer to help you stand out from other applicants.

2. Reflect on your interview experience.

- What went well? What could be improved for next time?