

Interviewing Tips

1. ***Arrive early.*** Nothing's worse than showing up late. Arrive early enough to park, sign-in, use the bathroom, and go over your resume one last time.
2. ***Dress for the part and observe other non-verbal cues.*** Choose clothing that gives you confidence and shows that you fit in with the college culture.
3. ***Do your homework.*** Be familiar with the college's mission statement, current initiatives, composition of the student body, department offerings, and demographics. Break down the job description line by line. Make sure you have at least two SOAR examples (see below) for each bullet point on the job description.
4. ***Prep with these two interview-starter questions: "Walk me through your resume" and "Tell me about yourself."*** There's a good chance that your interview will start with one of these two questions. Know every line of your resume and practice ahead of time. Research possible questions they may ask you and practice responding.
5. ***When answering questions, try to use S.O.A.R.!*** This stands for Situation, Obstacle, Action, and Result. For example, if they ask about a problem you have had with a difficult student, use this to organize your answer:
 - S - What was the situation?
 - O - What was the obstacle getting in the way?
 - A - What action did you take to resolve it?
 - R - What was the result? How were your actions successful?
6. ***Be ready to explain things that might be concerns.*** Is there a gap in your employment history? Did you move between jobs frequently? Do you have limited experience? Stay positive! Questions such as "Tell me about a department chair you had trouble working with" are designed to test how you deal with uncomfortable situations. They don't want to know details about your horrible department chair -- they want to know how you worked through a difficult situation and what you learned from it.
7. ***Prepare your own questions.*** As the interview wraps up, be prepared to be asked: "Do you have any questions for us?" Take this as an opportunity to show your interest by asking a question, such as "What are the next steps in the hiring process?"
8. ***Shine!*** Throughout the job-seeking experience, it's crucial for you to know that you are projecting confidence, integrity, and thoughtfulness. Be polite to everyone you meet, starting from the moment you greet the receptionist. Pay attention to your body language. Sit straight and make eye contact. If you are normally soft spoken, speak clearly and increase your volume. If you are nervous, slow down and breathe. And don't forget to smile!