

Ace That Interview

For Residence & Student Life Roles at New College

Plan for today...



- Learn strategies for carousel (group) and panel (individual) interviews
- Identify the similarities and differences between these two interview styles
- Explore how to prepare for an interview and respond to interview questions
- Discuss strategies for working with others in group interview formats

What is an interview?

Interviews are about storytelling.

Interviews involve telling successful 1- 2-minute career related stories that demonstrate that you have the skills, experiences and motivation to succeed in the job.

This guideline primarily refers to traditional interviews, carousel interviews have additional nuance around what is being assessed.

What are carousel & panel interviews?

Carousel Interview

- Group style interview
- Involves rotating through stations (hence "carousel")
- Explores and assesses group dynamics
- Can involve "gamifying" interview strategies

Panel Interview

- Typically, a panel of interviewers, with one interviewee
- More traditional interview questions (behavioral, situational)
- Can include managers, human resources, and other team members

What is being assessed in group/carousel interviews?

- Communication skills
- Interpersonal skills
- Ability to contribute to a group conversation
- How you interact in a group environment

For your carousel interview, you will be sent a resource sheet in advance around the activity overview and co-curricular competency assessed.

Consider the competency they are looking for when moving through the activities!

Preparing for your Interview

1. Research

- Organization - Website, Social Media, News
- Industry
- Interviewers and format
- Network with past or present employees

2. Question Preparation

- Interview Strategies Guide
- Station Descriptions guide with competencies
- Look to job description and your research to anticipate questions
- Create responses in response to anticipated questions
- Prepare questions to ask the interviewers

3. Practice



What makes a good interview story?

- **Structure** – beginning, middle and end
- **Actions** – describing what you did
- **Meaning** – going beyond the “what” to the “so what?”



Anticipate the Questions:

Using a T-Chart

Top Skills	My Experience	Interview Questions
Strong verbal and oral communication and interpersonal skills		
Collaboration and working effectively with a cross-functional team, taking initiative		
Strong organizational skills		
Proven ability to meet deadlines, stamina to deal with pressure of constant changing deadlines		

Types of Interview Questions

- **Open ended questions**
 - Cannot be answered yes or no
 - “Tell me about yourself.”
- **Behavioural questions**
 - Focus on specific examples of how you’ve applied specific skill and handled specific situations
 - “Tell me about a time when...”
- **Situational questions**
 - Hypothetical scenarios that require solutions
 - “What would you do if...”
- **Technical**
 - Field specific
 - “What do you know about using SPSS for large data sets?”

Answering Behavioral Interview Questions

Be specific and relevant, illustrating how YOUR experience is right for the job. The **STAR** method can be a helpful way to structure your response.

- **Situation** – When and where did you demonstrate the skill/qualification?
- **Task** – What was your task/ challenge? What were you required to do?
- **Actions** – What did you do? What steps did you take?
- **Result** – What came out of the experience? What did you learn?

You can also **STARR**, through demonstrating the **R**elevance of your response by linking it to the position.

What stories & examples do you want to highlight?

Revisit one of your more memorable moments from your education, or other professional experiences:

- What is it about the experience that makes it a strong/compelling story/example to use for your interview?
- What are some of the skills and competencies that you demonstrated? How do they relate to the skills/competencies in the job posting?
- What do you think an employer wants to know about you from your stories?

Skills Stories

Look Inside: Reflect on a role or experience:

- What was the role? What did you do?
- Quickly make a list of what comes first into your mind of what specific things you did in that role.
- Now look at this list and begin to write next to it, what skills were needed to do that?

Look Outside: Ask a friend or co-worker for a different perspective

- What are my top 5 skills/strengths? What skills do I use well?
- or*
- Share your story and ask them to give you feedback on the skills they hear

Practicing for the Interview

After this session reflect on how you would respond to the questions using the STARR method.

1. “Tell me about a time when you had to manage multiple priorities at once.”
2. “Tell me about a time when you had to deal with a difficult situation?”
3. “If you had a conflict with a co-worker how would you handle it?”

What should you do at the end of an interview?

At the end of an interview, the interviewer will typically ask:

Do you have any questions for us? Do you have anything else to add?

This provides an opportunity to:

- Ask good questions allow you to learn things that will help you determine if the organization / position is the right fit for you.
- Opportunity to add / clarify an earlier response
- Your final 30 second pitch for why they should hire you

Next Steps

Interview Practice

- Big Interview ([CLNx](#))
- Practice Interview with a peer, friend, or yourself
- Mock Interview Practice Appointment (book 1:1 appointment on [CLNx](#))

Additional Interview Resources

- [Career Exploration & Education website](#)
- [Interview Techniques Guide](#)
- [Sample Questions](#)

Thank you!

Questions?



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