

# Interviewing Skills Workshop

Presented by Carolyn Kalantari  
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## Part 1: Introduction

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## Part 2: Analyze the Job Description



### Catalog Key Skills, Knowledge & Abilities

Identify key words and organize them by theme.

If the same or similar word appears twice, write it twice.

Highlight the stakeholders for this position.

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## Part 2: Analyze the Job Description



### Sample themes may include:

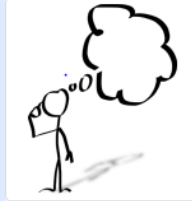
- Customer service
- Planning skills
- Computer/technology skills
- Communication skills
- Initiative
- Interpersonal qualities (e.g., team-oriented, flexible)
- Management skills
- Leadership experience
- Problem-solving skills
- Dedication/commitment
- Ability to synthesize complex material
- Certifications

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## Part 2: Analyze the Job Description

Take a step back. What do you see?



- Who is the “ideal candidate”?
- What knowledge, skills and abilities will I highlight in my interview?

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## Part 3: Identify Your Star Stories

- ★ Situation: framing the supporting example
- ★ Task: stating the necessary tasks to approach the situation
- ★ Action: the action that was taken
- ★ Result: the outcome and the effect it had

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## PART 3: STAR STORIES

### Story # 1:

**Situation:**

**Task:**

**Action:**

**Results:**

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## PART 3: STAR STORIES

### Story # 2:

**Situation:**

**Task:**

**Action:**

**Results:**

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## PART 3: STAR STORIES

### Story # 3:

**Situation:**

**Task:**

**Action:**

**Results:**

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## Part 4: Identify Questions to Ask the Interviewer

This is a great chance to connect.



Take this opportunity to make a great last impression.

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## PART 4: QUESTIONS FOR THE INTERVIEWER

Consider crafting questions that demonstrate:

1. Your desire to solve the employer's problem (not yours).
2. Your interest in **this** particular job.
3. A particular strength you would bring to the role.

### Additional Resources

- **Career Planning Toolkit:** <http://ufirst.virginia.edu/career-planning-toolkit>
- **Talent Selection Process:** Details on the Talent Selection Process and an **advance copy of the interview questions** are available: <https://ufirst.virginia.edu/talent-selection-process>
- **STAR Interview Response Technique:** <https://ufirst.virginia.edu/sites/strategicredesign.virginia.edu/files/STAR.pdf>

# Questions?

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