



Interviewing



Interviewing

Session Components

- ★ Why do Interviews Matter?
- ★ Before: Preparing for the Interview
- ★ During: Communication
- ★ After: Interview Closure and Follow-Up

As you engage in each section use the [Interviewing participant note sheet](#) to capture your learning and reflections. You will be prompted to make a copy of the document for your own use.

The note sheet is designed to support you as you prepare for an upcoming interview.

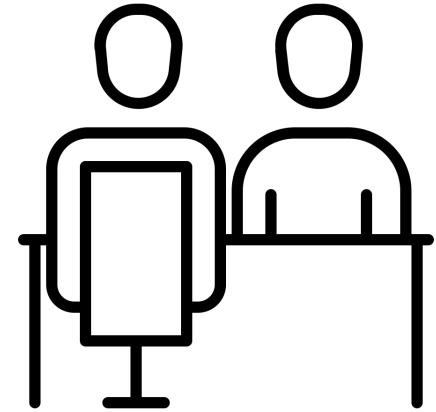


Before: Preparing for the Interview	
Steps for Increased Success: A Checklist	Things to Consider
<input type="checkbox"/> Applied for the job	Location _____
<input type="checkbox"/> Did my research	Interview Time _____
<input type="checkbox"/> Gathered interview materials	Travel Time _____
<input type="checkbox"/> Prepared post-interview questions	Attire _____
<input type="checkbox"/> Practiced interviewing	
Star Method	4 Ps of a Successful Interview
What tips will I take from this resource to help me prepare for an upcoming interview?	What tips will I take from this resource to help me prepare for an upcoming interview?
During: Sharing and Communicating	

Why do Interviews Matter?

A professional interview allows you to:

- **Share** your experiences, and unique qualities that would serve as an asset to the role and organization
- **Demonstrate** your skills related to the role expectations
- **Communicate** your personal brand, your values, and how you meet the needs of the role and organization



Before: Preparing for the Interview

Steps for Increased Success

- **Apply** to the job!
- Do your **research!** **Know** the job & the school/office/team and their **core values**.
- **Bring** a folder, paper, and pen and any artifacts you want to share.
- **Prepare** 2-3 meaningful questions to ask and a closing statement to share.
- **Practiced** interviewing

Things to Consider

- Know your format:
 - In Person
 - Virtual
 - Phone
- Dress to **impress!**
- Arrive **early**. Give yourself time to find parking!
- Bring **hard copies** of your resume, cover letter, and portfolio (if applicable).

Before: Preparing for the Interview

Possible Interview Discussion Topics

Background, skills, and experience.

Organization and management skills.

Problem-Solving Approaches and past examples

Serving your audience.

Communication or partnership routines with stakeholders.

Collaboration & being part of a team

Diversity, equity, inclusion and belonging.

Data collection and analysis skills.

Organizing Your Thinking



[The Star Method](#)



[4Ps of a Successful Interview](#)

During: Sharing and Communicating

What to Share

- Communicate what you know about **the essential skills and demands of the role.**
- Share how you use **resources, consult with colleagues, and collaborate.**
- Communicate how you **collect and use data** to inform your work.
- Share how you are **learning and continuing to learn** (staying current on changes and updates).

Communication Matters!

 [The first ten minutes set the stage](#)

 [Non-verbal communication speaks volumes](#)

Demonstrate **passion and joy** for what you do and why you do it.

 [Why Passion at Work Matters](#)

After: Interview Closure and Follow-Up



Ask **questions** about the position.

Ask for a timeline for decisions and/or next steps in the process



Share your **talents** about why you are the best candidate.



Give **thanks** and **praise** to the interview panel.

After: Interview Closure and Follow-Up

Follow-Up is Key!

Send a thank you email to the interview panel **within 24 hours** after your interview, **reiterating your continued interest** and why you are the perfect candidate.

Sending a thank you letter may not guarantee you the job, but it could very well be the thing that sets you off from all the other candidates.

*If you are not offered a position, request feedback for growth.
You will showcase your willingness to grow AND be better prepared for the next interview!*



Additional Resources



FREDERICK COUNTY
WORKFORCE SERVICES

SKILLUP Frederick

Free Online Learning Platform
(and support for job seekers)



FCPS Career
Development



FREDERICK
COUNTY
**PUBLIC
LIBRARIES**

JobNow live interview coaching

