



Interviewing Skills

Human Resources

Workshop Purpose & Learning Objectives

Purpose

The purpose of this workshop is to assist you in preparing for job interviews.

Learning Objectives

1. Prepare a 30 second “elevator” or “self-marketing” speech.
2. Recognize different types of typical interviews you may encounter.
3. Explore what to do before, during and after a job interview.
4. Plan your responses to typical difficult questions.
5. Create a brief, interesting and informative story, using the STAR model, to describe your key strengths to prospective interviewers.

Agenda

- 1. Introductions**
- 2. Types of Interviews**
- 3. Types of Interview Questions**

Break

- 4. What to do Before, During and After the Job Interview**
- 5. Handling Illegal and Difficult Questions**
- 6. Other Interviewing Resources**

Types of Interviews

- **Screening**
- **Traditional face-to-face**
- **Panel**
- **Multiple**
- **Stress**
- **Situational**

Types of Interview Questions

- **Open ended**
- **Probing**
- **Closed**
- **Behavioral**
- **Situational**
- **Skill**

BREAK

Interviews

Before

- **Research the company**
- **Prepare in advance**
- **Practice for your interview**

Interviews

During

- **Dress and personal appearance**
- **Make a good first impression; be enthusiastic**
- **Ask questions when invited to do so**
- **Finish strong**

Interviews

After

- **Record your thoughts about what happened**
- **Send a thank you letter**
- **Follow up with a phone call**

Handling Illegal and Difficult Questions

- Legal vs. illegal questions
- Responding to illegal questions
- Responding to difficult questions

Other Interviewing Resources

1. Other written and internet resources
2. VDOT internal resources
3. Other thoughts

*Challenges are what make life interesting;
overcoming them is what makes life
meaningful.*

— Joshua J. Marine

*We are all of us stars and we all deserve
to twinkle.*

— Marilyn Monroe