

# Interview Tips



## The Do's and Don'ts

Inspired by a seminar at WE16 sponsored by Phillips 66

# The Steps to a Successful Interview

## Resume

- ❖ Critical selection of skills and experiences
- ❖ Be prepared to explain individual contributions

## First Impressions

- ❖ Dress appropriately: look good, feel good
- ❖ Make Eye Contact
- ❖ Strong Handshake
- ❖ Appear Confident
- ❖ Do Your Research: learn about the company, and have questions to ask your interviewer at the end
- ❖ Prepare your Elevator Pitch: tell your story - a brief speech about your background, technical skills, and career goals
- ❖ Turn your cell phone off or leave it on silent

## The Interview

- ❖ Showcase skills gained from experiences
- ❖ Take time to think: it's okay to pause when asked a question and say, "I'm going to think about that for a minute"
- ❖ Avoid negative buzz words
- ❖ Listen to the interviewer
- ❖ Answer question(s) fully: formulate responses using the STAR method (Situation, Task, Action, and Result).
- ❖ Use Specific Real-Life, Diverse Examples
- ❖ Minimize Filler Words (um, uh, and, so)

## Closing

- ❖ Ask thoughtful questions
- ❖ Demonstrate enthusiasm
- ❖ Emphasize interest
- ❖ Get contact information
- ❖ Ask about next steps and timeline
- ❖ Follow-Up: send a thank you note or email within 24-48 hours