

# Effective Interview Strategies

## Strategies to Answer Interview Questions

- **Typical common questions**
  - Ex. Tell me about yourself, strengths, areas of improvement, best fit, why this company
  - Be concise and specific
  - Choose information relevant to the position
- **Behavioral Questions**
  - **Situation**
  - **Task**
  - **Action**
  - **Result**
- **Situational Questions**
  - **Rephrase**
  - **Analyze**
  - **Prioritize**



## Keys for Interview Success

Follow these tips to create effective, professional, and well-structured interview stories:

1. **Tailor to the Job:** Align your answer with the job description and company needs
2. **Use Specific Examples:** Include concrete achievements and quantifiable results
3. **Avoid Clichés:** Provide unique & specific examples that illustrate your strengths
4. **Stay Concise:** Keep your answer to about 1-2 minutes, focusing on key points
5. **End Positively:** Conclude with your interest in the role and how you can support the company

## Stalling Strategies

When faced with a challenging question, it's perfectly acceptable to pause and gather your thoughts. You can also use these phrases to buy yourself some time and formulate a thoughtful response.

- "Well, ..."
- "That is a good question."
- "Could you **rephrase / repeat** that, please?"
- Repeat or rephrase the question at the beginning of your answer.

## Self-Marketing Statement / Elevator Pitch – Sample

*Question:* “Tell me about yourself” or “Walk me through your resume.”

*Structure:*

- **Structure Clearly:** Organize your response into simple sections: education, experience, and career goals
- **Start Strong:** Begin with a brief overview highlighting your most relevant qualifications

*Sample Answer:*

“My background combines academic expertise in global leadership with hands-on professional experience. I completed my Master's in Administrative Science at FDU Vancouver in April 2024, specializing in Global Leadership. This program enhanced my strategic thinking and cross-cultural management abilities. Before graduate school, I spent two years working in [previous role], where I honed my [relevant skills]. My goal now is to leverage this unique combination of leadership theory and practical work experience to contribute effectively to [company name/target role].”

## Be Curious – Questions to Ask the Interviewer

*If you don't have prepared questions, let your natural curiosity guide you. Ask about the role, the company, or the interviewer's experiences at this company:*

- ✓ What are the next steps in the hiring process? (Must Ask)
- ✓ May I have your business card? (Must Ask)
- ✓ Can you tell me more about the day-to-day responsibilities of this job? (Optional Sample)
- ✓ What are the most important skills you are looking for in this position? (Optional Sample)
- ✓ What do you enjoy most about working for this company? (Optional Sample)

## Concluding Statement - Sample

A concluding statement is important at the end of an interview because it reinforces your interest in the position, summarizes your key qualifications, and leaves a positive, lasting impression on the interviewer.

*Sample:*

“Thank you so much for this opportunity to discuss my qualifications for [position]. I am genuinely excited about the possibility of contributing to [company/university] and am eager to bring my skills and experiences to the team. I look forward to hearing from you regarding the next steps.”

## Calm Your Nerves: Mock Interview Reminders

Remember, this is a learning opportunity! Take a deep breath and keep these points in mind:

- 1. Be Yourself**
  - The best version of you is the authentic you
  - Your unique experiences and perspectives are valuable
- 2. Focus on Your Experiences**
  - Draw from your life, work, and academic experiences
  - It's okay if you haven't prepared extensively – your experiences are valid
- 3. It's Just a Conversation**
  - Think of it as a chance to have a professional conversation
  - The interviewer wants to get to know you, not trick you
- 4. Embrace the Learning Experience**
  - This is a safe space to practice and improve
  - Mistakes are opportunities for growth, not failures
- 5. Use Positive Self-Talk**
  - Replace negative thoughts with encouraging ones:  
"I am capable and have valuable experiences to share."
- 6. Body Language Matters**
  - Sit up straight, make eye contact, and smile
  - Your posture can actually help you feel more confident
- 7. It's Okay to Pause**
  - Take a moment to gather your thoughts if needed
  - It's better to pause than to rush into an unprepared answer
- 8. Reflect on Your Journey**
  - Consider your academic path, challenges you've overcome, and your goals
  - Be ready to discuss why you chose your field of study

You've got this! Consider each interview a conversation, not an interrogation. The employer wants to meet and get to know you. Embrace the opportunity, learn from the experience, and believe in yourself. Good luck!





## Reflection

Take a few moments to reflect on your mock interview experience. This will help you consolidate what you've learned and identify areas for growth.

1. **Overall Impression**
  - How do you feel the interview went?
  - What was your strongest moment?
  - What moment do you wish you could do over?
  
2. **Communication**
  - How effectively do you think you communicated your skills and experiences?
  - Were there moments when you felt particularly articulate or struggled to express yourself?
  
3. **Body Language**
  - What feedback did you receive about your non-verbal communication?
  - How comfortable did you feel during the interview?
  
4. **Question Handling**
  - Which question was the most challenging for you? Which answer was the easiest to handle?
  - How satisfied are you with your responses?
  
5. **Your Questions**
  - Did you ask any questions? If so, how were they received?
  - What questions would you ask in a real interview based on this experience?
  
6. **Feedback Review**
  - What were the key points of feedback you received?
  - How do you plan to incorporate this feedback?
  
7. **Next Steps**
  - Identify three specific actions you will take to improve your interview skills:
    - 1.
    - 2.
    - 3.
  
8. **Your Personal High Five**
  - What is one thing you're proud of from this mock interview experience?

Remember, every interview, mock or real, is a learning opportunity. Celebrate your successes and view areas for improvement as chances to grow. You've taken an important step in preparing for your future career!