

10 KEY POINTS TO REMEMBER TO ASSURE A SUCCESSFUL INTERVIEW

1. Thoroughly familiarize yourself with the new post description, including required competencies. If you're not the incumbent, conduct background research via networking with colleagues familiar with post/unit requirements, reading relevant materials, etc.
2. Ask yourself, "What type of candidate are they looking for?" "How am I uniquely suited for this post?"
3. Recall from your application – CV and cover letter – how you presented yourself as a well-qualified candidate. You were short-listed on that basis, as well as your reputation and performance record.
4. Throughout the interview, recall examples of your best achievements using the **SAR** framework: **S**ituation you encountered, **A**ctions you took, **R**esults you achieved. Be succinct. These types of examples will prepare you for competency-based (i.e., behavioral event) interviewing.
5. Think of a number of key strengths that you wish to emphasize in the interview (e.g., track record of accomplishments, overall experience, skills, attributes) as they apply to the new position. Distinguish yourself from other applicants by answering the question, "What is **my** comparative advantage for this position?"
6. Rehearse your responses to open-ended questions that elicit information about the competencies listed in the job description. Be as specific as possible as you frame your responses to questions using the **SAR** framework.
7. During the interview, observe proper protocol. Listen carefully and actively to each question. Respond enthusiastically and directly to the question asked. This is really important for telephone interviewing. For a video-conference interview, demonstrate effective body language throughout.
8. Help the interviewer to visualize you in the new role. Relate your "best practice" experiences and their results to role requirements, even if you're asked a hypothetical question.
9. Turn weaknesses or negatives into positives or lessons learned.
10. At the close: a) summarize how you could add special value to the team, project, etc. by answering the question, "Why should we hire you?" b) thank the interviewer(s) for the opportunity to be interviewed.