



# Interview Skills Workshop

## Developing Your Interview Toolkit

/ Career Services Office

# AGENDA

- Fundamentals of Interview Preparation
- Common Questions
- Don't forget ...

# Purpose of an interview

- **Interviewer:** identify the strongest candidate for the position
- **Interviewee:** determine whether company and position meet career goals
- **Both:** establish whether there is a **match** between company needs and what candidate offers

It's **fundamental** to keep this in mind!

# Your interview toolkit



What tools do you need so that you are prepared?

# Step 1: Things to think about from the start (ideally from the moment you consider applying for the job)

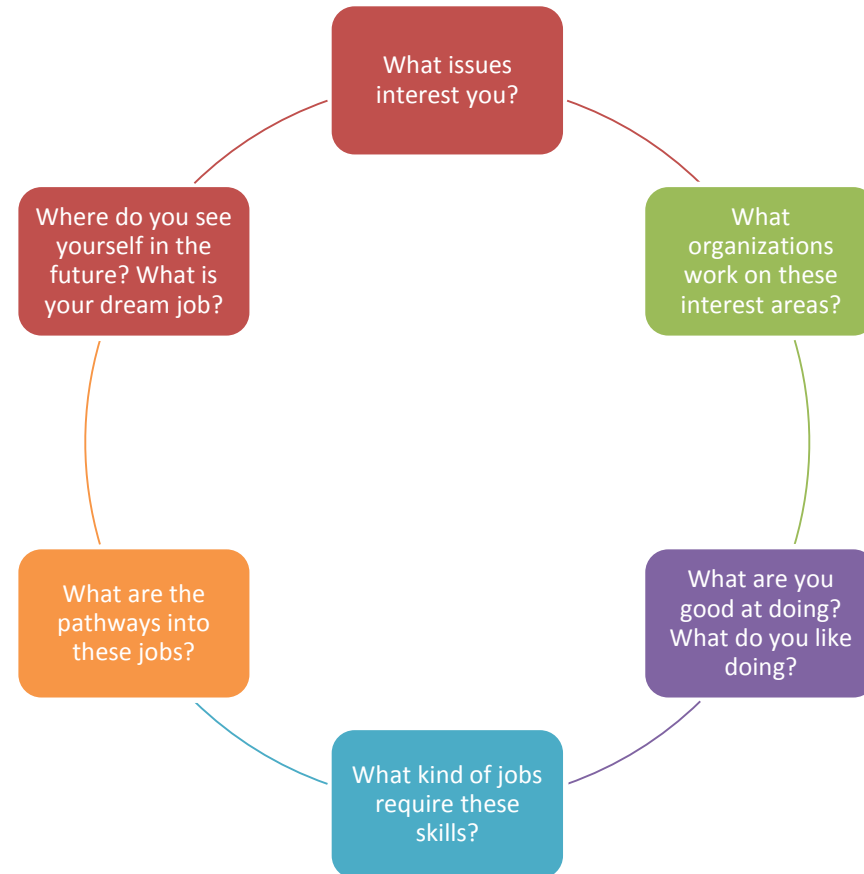
What is the organization's **mission**?

- What is its **impact**?
- What are its **goals**?
- How is it structured?

How does the job connect to your values, interests, skills, longer-term plans?

What would be the pros and cons of taking the job (if you get an offer)?  
Make a list!

**\*\*** Save the job vacancy and your full application package for future reference.



# Step 2: You're Invited to an Interview

## Preparation Checklist

Find out everything you can about the interview process

- Will there be multiple rounds?
- Will you speak with a single interviewer? A panel?
- Will there be special types of interview questions?
  - i.e. case interview
- Does the recruitment process include tests / tasks?

Brainstorm at least 10 questions that are likely to be asked in the interview

Know VERY WELL the CV/resume and cover letter you sent them

Make a list of 5 KEY points you want to be sure to convey to your interviewer

Prepare stories and examples that illustrate your relevant skills and knowledge

Make a list of questions for your interviewer

- Prepare to answer common interview questions
  - fit and match
  - behavioral / competency
  - technical (related to content)

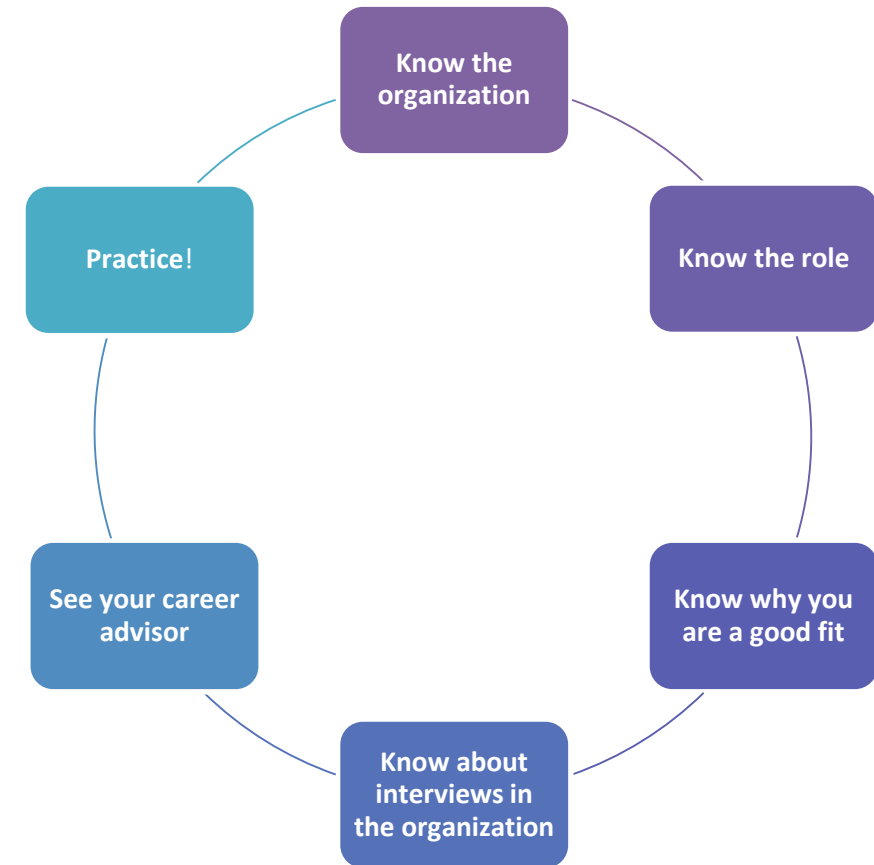
Potential resources: your career advisor, a trusted contact within the organization, the HR contact who invites you to interview, Glassdoor.com

Book a practice session with your career advisor

Film yourself answering questions you think will come up

Make sure to practice the questions you hope they do not ask you – they usually will ask precisely these questions!!

[Check out the CEU Career Services Office's interview preparation checklist!](#)



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# Common Interview Questions

The FIRST question	Fit / Match Questions	Technical / Knowledge Questions
<p>Usually comes in the form of:</p> <ul style="list-style-type: none"><li>- Tell me about yourself?</li><li>- Walk me through your resume</li><li>- Why are you the right person for this job?</li></ul> <p>Think it over in advance: this is your opportunity to set the stage and highlight key points that connect you to the organization and role.</p> <p><a href="https://www.themuse.com/advice/ask-a-career-coach-whats-the-best-way-to-answer-tell-me-about-yourself">https://www.themuse.com/advice/ask-a-career-coach-whats-the-best-way-to-answer-tell-me-about-yourself</a></p> <p><a href="https://www.themuse.com/advice/a-simple-formula-for-answering-tell-me-about-yourself">https://www.themuse.com/advice/a-simple-formula-for-answering-tell-me-about-yourself</a></p>	<p>Questions aimed at understanding:</p> <ul style="list-style-type: none"><li>- Your knowledge of the organization and role</li><li>- Your motivation</li><li>- Your relevant skills and experience</li></ul> <p><a href="https://www.thebalancecareers.com/cultural-fit-interview-questions-1918498">https://www.thebalancecareers.com/cultural-fit-interview-questions-1918498</a></p>	<p>Questions about the actual technical skills and knowledge required for this job.</p> <p>Make sure to review in advance!</p> <p>Also: make sure to read the news and catch up with current events before the interview – it can be very embarrassing if the interviewer asks about a current event and you're unable to respond from an informed perspective!</p>

# Common Interview Questions

Behavioral / Competency	Your questions for them	Special Questions and Situations
<ul style="list-style-type: none"> <li>• A very common type of interview question.</li> <li>• An opportunity to tell a specific story that shows you in action as a professional. (Regardless of the question asked.)</li> <li>• Used in the UN system under the name of there as competency-based questions.</li> <li>• Use C-A-R or S-T-A-R format for your answer.</li> </ul> <p><a href="http://staffsource.ie/how-to-answer-behavioral-interview-questions-the-muse/">http://staffsource.ie/how-to-answer-behavioral-interview-questions-the-muse/</a></p> <p><a href="https://www.themuse.com/advice/30-behavioral-interview-questions-you-should-be-ready-to-answer">https://www.themuse.com/advice/30-behavioral-interview-questions-you-should-be-ready-to-answer</a></p> <p><a href="https://careers.un.org/lbw/home.aspx?viewtype=AYI">https://careers.un.org/lbw/home.aspx?viewtype=AYI</a></p> <p><a href="https://www.humanrightscareers.com/magazine/how-to-prepare-properly-for-a-competency-based-interview-at-the-un/">https://www.humanrightscareers.com/magazine/how-to-prepare-properly-for-a-competency-based-interview-at-the-un/</a></p>	<ul style="list-style-type: none"> <li>• At the end of the interview, you will have an opportunity to ask questions.</li> <li>• Focus on questions that show you are thinking about the job from a professional perspective.</li> </ul> <p><a href="https://biginterview.com/blog/2011/08/best-questions-to-ask-end-interview.html">https://biginterview.com/blog/2011/08/best-questions-to-ask-end-interview.html</a></p> <p><a href="https://www.themuse.com/advice/the-best-interview-questions-to-ask-in-every-round">https://www.themuse.com/advice/the-best-interview-questions-to-ask-in-every-round</a></p> <p><a href="https://www.glassdoor.com/blog/questions-ask-an-interviewer/">https://www.glassdoor.com/blog/questions-ask-an-interviewer/</a></p>	<ul style="list-style-type: none"> <li>• In strategic and management consulting, sometimes in finance and even in fields like international development consulting, case interview questions are common.</li> <li>• You need to practice to do well on this sort of interview.</li> </ul> <p><a href="https://www.themuse.com/advice/ace-the-case-7-steps-to-cracking-your-consulting-interview">https://www.themuse.com/advice/ace-the-case-7-steps-to-cracking-your-consulting-interview</a></p> <ul style="list-style-type: none"> <li>• Some organizations rely on assessment centers or group interviews to assess candidates.</li> <li>• Watch for information that the recruitment process will include special scenarios like this so that you can gather resources and prepare.</li> </ul>



## Step 3: Important details Logistics Are Important!

Special considerations apply  
for phone or Skype  
interviews

• <https://graduateland.com/article/phone-skype-job-interview>

Plan your outfit!

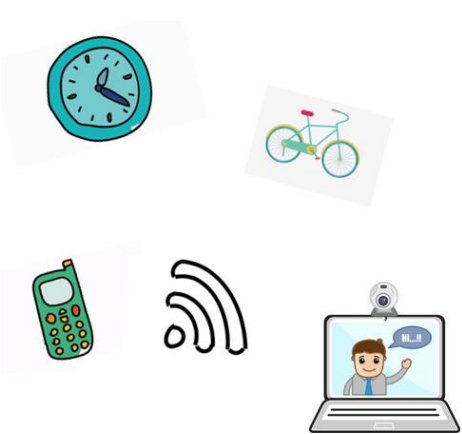
• <https://www.careerbuilder.com/advice/what-to-wear-for-different-job-interviews-based-on-the-company>

What should you bring with  
you?

• <https://fairycodboss.com/articles/what-to-bring-to-an-interview>

Plan to send a thank you  
note within 24 hours of the  
interview.

• <https://www.glassdoor.com/blog/guide/how-to-write-a-thank-you-letter/>



# Questions?

## Want to Schedule an Interview Prep Session?

**Book a career advising session with your program liaison / dedicated career advisor**  
[careers.ceu.edu/students/book-career-advising-session](https://careers.ceu.edu/students/book-career-advising-session)

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