



“
YOU NEVER
GET A SECOND
CHANCE TO
MAKE A FIRST
IMPRESSION.”

— Will Rogers
Shine On 

Interview

BEFORE DURING AFTER

BEFORE The Interview

- **Review** the job posting
- **Reflect** on why you are interviewing and your qualifications for the job
- **Research** the YMCA Mission & Values
- **Practice** Common Interview Questions
- **Prepare** questions for the interviewer
- **Choose** your interview attire
- **Prepare** copies of your resume and references
- **Prepare** specific examples of your work
- **Prepare** your travel arrangements. **Be on time!**



Practice Common Interview Questions

- Tell me about yourself
- Why do you want to work here?
- Why should we hire you?
- Where do you see yourself in 3 years?

STAR method to answer the questions

- **Situation:** Set the scene by describing the context and background of the example. Include relevant details such as when and where it occurred.
- **Task:** Explain your specific responsibility or the challenge you faced in that situation.
- **Action:** Describe the steps you took to address the task or solve the problem. Focus on your individual contributions and avoid generalizations.
- **Result:** Share the outcome of your actions, highlighting measurable achievements or lessons learned. Quantify results when possible, such as percentages, time saved, or improvements achieved.

Describe a time when you solved a problem at work.

STAR
method
sample

Prepare questions for the interviewer

It will show the hiring manager you're interested in the job and company:

- *How would you describe the company culture?*
- *What would my day-to-day responsibilities look like?*
- *How would my performance be measured?*
- *Why is the position open?*
- *What types of professional development opportunities does the company offer?*
- *What are the next steps in the interview?*

DURING The Interview

- Arrive early (5~10 minutes)
- Be Respectful
Your interview starts the moment you enter the building
- Confident handshake & eye contact
- Use the **STAR** method when answering questions
- Ask questions
- Close Interview with a Strong Statement



AFTER The Interview

- ✓ Send a Thank You Note
- ✓ Follow Up
- ✓ Stay connected





Be Yourself!

**EVERYONE ELSE
IS ALREADY
TAKEN**

OSCAR WILDE

BE YOU!